Snead State Community College
2020 - 2022
College Catalog

2021-2022 Catalog Addendum







Snead State
Community College

www.snead.edu
256.593.5120

Join us on:

Arab Instructional Site
261 S. Main Street
Arab, AL 35016

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220 North Walnut Street
Boaz, AL 35957

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Albertville, AL 35950

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Message from the President

Welcome to the Snead State Community College. We're excited that you're joining us for another academic year – one that will be filled with new experiences, successes and challenges.

I am thankful that Snead State returned to normal operations this summer following the COVID-19 quarantine. The move to offer mostly online education with some hybrid options was not an easy choice to make but was necessary to safeguard the health and well-being of our students and faculty and staff. While the College has been a leader in online education for years, we thrive by having our students on campus in face-to-face classes and involved in on-campus activities.

One thing the pandemic failed to take away from us is our commitment to educational excellence. Ours is a community centered on our students' success, providing them with exceptional experiences, and connections to successful careers.

I know you have ambitions for furthering your education, pursuing a promising career and entering the workforce. You have plans that may involve settling back in our community or moving to other areas in pursuit of new opportunities. You have goals of starting a family or running for office or becoming a CEO or volunteering to serve those in need. We are here to help you build the foundation for your future.

Through a process that includes career exploration and professional preparation, we connect you with career paths and foster the skills and mindset needed for professional advancement. Your goals may seem daunting, but you've chosen no better higher education institution to find success. Your job is to embrace those new experiences and make the most of your time at Snead State Community College. We are honored to be a part of your bright, exciting future.

We look forward to the day that you cross the stage at Commencement to accept your hard-earned Associate degree or Certificate. It is a special time, one that we will enjoy celebrating with you.

In the meantime, I encourage you to look for and accept opportunities that will gain you once-in-a-lifetime experiences. Take advantage of resources that will help you to learn and grow as an individual. The experiences, the education and the resources will create memories you'll carry with you long after your time at Snead State is finished.

I look forward to all the things the Snead family can accomplish together in the coming academic year.

Joe Whitmore

Dr. Joe Whitmore

President

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Snead State Community College electronically publishes the General Catalog every two years. Snead State Community College reserves the right to correct, alter, amend, or modify any item contained in the General Catalog as necessary to achieve factual accuracy. An effort will be made to keep students advised of such changes. Each student should assume responsibility for keeping informed regarding academic regulations, requirements, and/or changes. Statements presented in this catalog are for information purposes only and do not represent the basis of a contract between a student and Snead State Community College. Although the College has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, printing errors, or errors occasioned by honest mistake.

2021-2022 Academic Calendar

FALL REGISTRATION 2021

May 10 ..... Registration Opens/Dual Enrollment High School Students; *Students must have completed 12 hours prior to summer 2019*

June 10 ..... Registration Opens *Students must have completed 20 or more hours prior to summer 2021*

June 17 ..... Registration Opens *Students must have completed 12 hours or more prior to summer 2021*

July 19 ..... Registration Opens/All Students

July 19-24 ..... Parson Days Opens *Orientation Required for First-Time Students; By Appointment Only*

FALL SEMESTER 2021

Aug. 23-Dec. 20

July 8, Aug. 10 ..... Schedule Drop for Non-Payment
Aug. 12-Nov. 3 ..... Financial Aid Bookstore Charges
Aug. 16-17 ..... Professional Development*
Aug. 18 ..... Faculty Duty Days*
Aug. 19 ..... Dormitory Opens
Aug. 19 ..... Schedule Drop for Non-Payment
Aug. 23 ..... Classes Begin
Aug. 26 ..... Last Day to Register or Add a Class
Aug. 26 ..... Last Day to Drop a Class without Penalty
Sept. 2 ..... Drop for No Show (to classes)
Sept. 6 ..... Labor Day Holiday*
Sept. 21 ..... Pell Grant Check Release
Oct. 28 ..... 60% Day of the Term
Nov. 11 ..... Veterans Day Holiday*
Nov. 12 ..... Faculty Duty Days*
Nov. 22-23 ..... Professional Development*
Nov. 24-26 ..... Thanksgiving Holidays*
Dec. 6 ..... Last Day to Withdraw from a Class *(with a grade of "W")*
Dec. 13 ..... Last Class Day
Dec. 14-17, 20 ..... Final Examinations
Dec. 20 at noon ..... Dormitory Closes
Dec. 21 at 11 a.m. ..... Grades Due
Dec. 21-22 ..... Faculty Duty Days*

FALL MINI I TERM 2021

Aug. 23-Oct. 11

July 8, Aug. 10, 19 ..... Schedule Drop for Non-Payment
Aug. 23 ..... Classes Begin
Aug. 24 ..... Last Day to Register or Add a Mini I Class
Aug. 24 . Last Day to Drop a Mini I Class without Penalty
Sept. 2 ..... Drop for No Show (for classes)
Sept. 6 ..... Labor Day Holiday*
Sept. 21 ..... Pell Grant Check Release
Sept. 21 ..... 60% Day of the Term
Oct. 4 ..... Last Day to Withdraw from a Mini I Class *(with a grade of "W")*
Oct. 7 ..... Last Class Day
Oct. 11 ..... Final Examinations
Oct. 12 at 11 a.m. ..... Grades Due

FALL MINI II TERM 2021

Oct. 19-Dec. 20

July 8, Aug. 10, 19 ..... Schedule Drop for Non-Payment
Oct. 18 ..... Dormitory Opens for Mini II Students
Oct. 19 ..... Classes Begin
Oct. 20 ..... Last Day to Register or Add a Mini II Class
Oct. 20 .Last Day to Drop a Mini II Class without Penalty
Oct. 27 ..... Drop for No Show (for classes)
Nov. 9 ..... Pell Grant Check Release
Nov. 11 ..... Veterans Day Holiday*
Nov. 19 ..... 60% Day of the Term
Nov. 22-23 ..... Professional Development*
Nov. 24-26 ..... Thanksgiving Holidays*
Dec. 6 ..... Last Day to Withdraw from a Mini II Class *(with a grade of "W")*
Dec. 13 ..... Last Class Day
Dec. 14-17, 20 ..... Final Examinations
Dec. 20 at noon ..... Dormitory Closes
Dec. 21 at 11 a.m. ..... Grades Due
Dec. 21-22 ..... Faculty Duty Days*

** No classes will be held. No food service.*

2021-2022 Academic Calendar

SPRING REGISTRATION 2022

Oct. 7 ..... Advisement Begins
Oct. 26 ..... Registration Opens/Dual Enrollment High School Students
Oct. 28 ..... Registration Opens
Students must have completed 30 or more hours prior to fall 2021
Nov. 1 ..... Registration Opens
Students must have completed 12 hours or more prior to fall 2021
Nov. 3 ..... Registration Opens/All Students

SPRING SEMESTER 2022
Jan. 18-May 12

Nov. 11 ..... Schedule Drop for Non-Payment
Jan. 6-March 30 ..... Financial Aid Bookstore Charges
Jan. 5-7, 11-12 ..... Faculty Duty Days*
Jan. 10 ..... Professional Development*
Jan. 13 ..... Dormitory Opens
Jan. 13 ..... Schedule Drop for Non-Payment
Jan. 17 ..... Martin Luther King/Robert E. Lee Holiday*
Jan. 18 ..... Classes Begin
Jan. 21 ..... Last Day to Register or Add a Class
Jan. 21 ..... Last Day to Drop a Class without Penalty
Jan. 28 ..... Drop for No Show (for classes)
Feb. 15 ..... Pell Grant Check Release
March 21-25 ..... Spring Break*
March 31 ..... 60% Day of the Term
April 28 ..... Last Day to Withdraw from a Class (with a grade of "W")
May 5 ..... Last Class Day
May 6, 9-12 ..... Final Examinations
May 12 ..... Commencement
May 13 at 11 a.m. ..... Grades Due
May 13 at Noon ..... Dormitory Closes
May 13 ..... Faculty Duty Days*

SPRING MINI I TERM 2022
Jan. 18-March 7

Nov. 18 ..... Schedule Drop for Non-Payment
Jan. 5-7, 11-12 ..... Faculty Duty Days*
Jan. 10 ..... Professional Development*
Jan. 13 ..... Schedule Drop for Non-Payment
Jan. 17 ..... Martin Luther King/Robert E. Lee Holiday*
Jan. 18 ..... Classes Begin
Jan. 19 ..... Last Day to Register or Add a Mini I Class
Jan. 19 ... Last Day to Drop a Mini I Class without Penalty
Jan. 28 ..... Drop for No Show (for classes)
Feb. 15 ..... Pell Grant Check Release
Feb. 16 ..... 60% Day of the Term
Feb. 28 ..... Last Day to Withdraw from a Mini I Class (with a grade of "W")
March 3 ..... Last Class Day
March 7 ..... Final Examinations
March 8 at 11 a.m. ..... Grades Due

SPRING MINI II TERM 2022
March 15-May 12

Nov. 18, Jan. 13 ..... Schedule Drop for Non-Payment
March 14 ..... Dormitory Opens for Mini II Students
March 15 ..... Classes Begin
March 16 ..... Last Day to Register or Add a Mini II Class
March 16 ..... Last Day to Drop a Mini II Class without Penalty
March 21-25 ..... Spring Break*
March 23 ..... Drop for No Show (for classes)
March 30 ..... Pell Grant Check Release
April 22 ..... 60% Day of the Term
April 28 ..... Last Day to Withdraw from a Mini II Class (with a grade of "W")
May 5 ..... Last Class Day
May 6, 9-12 ..... Final Examinations
May 12 ..... Commencement
May 13 at 11 a.m. ..... Grades Due
May 13 at Noon ..... Dormitory Closes
May 13 ..... Faculty Duty Days*

** No classes will be held. No food service.*

2021-2022 Academic Calendar

SUMMER REGISTRATION 2022

March 17 ..... Advisement Begins
March 22 ..... Registration Opens/Dual Enrollment High School Students
March 24 ..... Registration Opens Students must have completed 30 or more hours prior to spring 2022
March 28 ..... Registration Opens Students must have completed 12 hours or more prior to spring 2022
March 30 ..... Registration Opens/All Students

SUMMER SEMESTER 2022
May 31-Aug. 9

April 21 ..... Schedule Drop for Non-Payment
May 19-July 21 ..... Financial Aid Bookstore Charges
May 25 ..... Faculty Duty Day*
May 30 ..... Memorial Day Holiday*
May 26 ..... Schedule Drop for Non-Payment
May 31 ..... Classes Begin
June 1 ..... Last Day to Register or Add a Class
June 1 ..... Last Day to Drop a Class without Penalty
June 8 ..... Drop for No-Show (for classes)
June 28 ..... Pell Grant Check Release
July 4 ..... Independence Day Holiday*
July 5 ..... Dormitory Opens
July 12 ..... 60% Day of the Term
Aug. 1 ..... Last Day to Withdraw from a Class (with a grade of "W")
Aug. 5 ..... Last Class Day
Aug. 8-9 ..... Final Examinations
Aug. 9 at Noon ..... Residence Hall Closes
Aug. 10 at 11 a.m. ..... Grades Due
Aug. 10 ..... Faculty Duty Day*

SUMMER MINI I TERM 2022
May 31-June 30

April 21, May 26 ..... Schedule Drop for Non-Payment
May 25 ..... Faculty Duty Day*
May 30 ..... Memorial Day Holiday*
May 31 ..... Classes Begin
June 1 ..... Last Day to Register or Add a Mini I Class
June 1 ..... Last Day to Drop a Mini I Class without Penalty
June 8 ..... Drop for No Show (for classes)
June 18 ..... 60% Day of the Term
June 27 ..... Last Day to Withdraw from a Mini I Class (with a grade of "W")
June 28 ..... Pell Grant Check Release
June 29 ..... Last Class Day
June 30 ..... Final Examinations
July 1 at 11 a.m. ..... Grades Due

SUMMER MINI II TERM 2022
July 6-Aug. 9

April 21, May 26 ..... Schedule Drop for Non-Payment
May 25 ..... Faculty Duty Day*
July 4 ..... Independence Day Holiday*
July 5 ..... Dormitory Opens for Mini II Students
July 6 ..... Classes Begin
July 7 ..... Last Day to Register or Add a Mini II Class
July 7 ..... Last Day to Drop a Mini II Class without Penalty
July 14 ..... Drop for No Show (for classes)
July 26 ..... 60% Day of the Term
July 28 ..... Pell Grant Check Release
Aug. 1 ..... Last Day to Withdraw from a Mini II Class (with a grade of "W")
Aug. 4 ..... Last Class Day
Aug. 8-9 ..... Final Examinations
Aug. 9 at Noon ..... Dormitory Closes
Aug. 10 at 11 a.m. ..... Grades Due

** No classes will be held. No food service.*

General Information

2020-2022



Learn more about Snead State Community College. Founded in 1898, Snead State has a tradition of excellence in education. By reading more about the College as a whole, including the mission and goals, you can find out how you can become a part of the tradition.

About Us

Snead State Community College is the oldest College in the Alabama Community College System to award Associate degrees. The school originated in 1898, when the Boaz Seminary was authorized by the Methodist Episcopal Church. The E.B.L. Elder family arrived in Boaz in June 1899 and opened the seminary in their home in July of that year with an enrollment of 70 pupils. The Boaz Seminary grew rapidly, and in 1906 its name was changed to John H. Snead Seminary in honor of Mr. Snead, a Boaz businessman and friend of education, who contributed land, money, and leadership to the Seminary. John H. Snead Seminary remained one of Alabama's strong secondary schools for almost a fourth of a century and graduated more than 1,200 young men and women.

In the fall of 1935, Snead Junior College was duly chartered by the State of Alabama and began operation as a junior college under the supervision of the North Alabama Conference of the Methodist Church. Snead State Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1941.

In May 1992, the State Board of Education authorized Snead State Junior College to become Snead State Community College.

In 2015, Snead State Community College was placed under the control of the Alabama Community College System Board of Trustees.

In December 2020, Dr. Joe Whitmore became the President of Snead State. The average enrollment for Snead State is 2,500 students.

Equal Opportunity Policy

It is the policy of the Alabama Community College System Board of Trustees and Snead State Community College, a postsecondary College under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity, or employment.

Snead State complies with non-discrimination regulations under Title IX of the Education Amendments of 1972, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which prohibit discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. subsection 794), which prohibits discrimination on the basis of disabilities; Title IX, Section 106.8, which provides protection against acts of sexual harassment; the Americans with Disabilities Act of 1990; and the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). (See page 167 for Snead State's Sexual Harassment Policy and page 169 for Snead State's Campus Security Policy). Inquiries concerning Title VI, Title VII, Title IX, Title II, ADA, and/or Section 504 may be directed to

SSCC Human Resources Department
Amanda Gunnels
agunnels@snead.edu
256.840.4113

Snead State Community College also complies with The Drug-Free Workplace Act of 1989 (P.L. 100-690). Snead State Community College observes all provisions of the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), commonly known as the Buckley Amendment.

Information about the College is available to persons who use TDD (Telecommunications Device for the Deaf) through the Alabama Relay Center. Audio tapes of select College publications are available for the visually impaired. Requests for tapes must be made in advance of the time needed.

Directory

Information	(256) 593-5120
Academic Affairs	(256) 840-4106
Academic Success Center	(256) 571-0613
Admissions	(256) 840-4109
Alumni Affairs	(256) 840-4128
Arab Instructional Site	(256) 840-4116
Athletic Director	(256) 840-4110
Bookstore	(256) 593-1861
Buildings/Grounds	(256) 840-4174
Business Office	(256) 840-4130
Cafeteria	(256) 593-5504
Campus Security	(256) 264-5060
Career Services	(256) 571-0638
Development Office	(256) 840-4101
Disability Services	(256) 840-4208
Events	(256) 571-0612
Financial Aid	(256) 840-4107
Housing	(256) 840-4146
Human Resources	(256) 840-4113
Library	(256) 840-4195
Marketing/Public Relations	(256) 840-4128
President's Office	(256) 840-4101
Recruiting	(256) 840-4219
Student Records	(256) 840-4109
Student Services	(256) 571-0600
Testing	(256) 840-4165
TRIO Offices	(256) 840-4190
Tutoring Services	(256) 571-0613
Veterans Services	(256) 840-4213
Workforce Development	(256) 840-4152

College Goals

The focus of planning at Snead State Community College is continued growth. We must consistently grow the College in many ways including enrollment, the variety of academic programs of study, and collaborative partnerships with our community.

We remain committed to these primary College goals to foster this growth:

- We will increase the number of student completions in each career and technical program by a minimum of 20 percent.
- We will integrate work-based learning via internships or apprenticeships in every relevant program of study.
- We will maximize our successes with each of the performance-based funding metrics (completion and progression variables and weighting variables).
- We will implement a comprehensive recruitment strategy for increasing dual enrollment headcount by a minimum of 20 percent within three academic years.
- We will successfully complete full migration to the ACCS Enterprise Management System within the specified timeline.

Accreditations

Snead State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Snead State Community College.

Snead State is also accredited by the Accreditation Commission for in Nursing, Inc. (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, Ga., 30326; telephone 404.975.5000; *www.acenursing.org*).

Memberships

Snead State Community College is a member of the Alabama Community College System and of the following organizations:

- American Association of Community Colleges
- Alabama Community College Association
- League for Innovation

Campus

The Snead State campus, one of the older and more attractive campuses in the State, is located on approximately forty-five acres, two blocks west of the main business section of the city of Boaz, Alabama. On this plot are nineteen major buildings, athletic facilities, a cafeteria and an annex. A gazebo, lawns, shrubbery, and wooded groves are interspersed.

- **The Academic Success Center** was renovated in 2014 to house tutoring for students. With a purpose to help students graduate, the ASC provides academic support services, such as tutoring. Career services and testing services are also available in the ASC.
- **The Administration Building**, which occupies the eastern side of the quadrangle, houses classrooms, Fielder Auditorium, the College library, a Heritage Room, commons room, and Administrative offices. Originally built in 1920 and opened in 1921, the Administration Building was renovated and reopened in the summer 2012.
- **The Alumni House** is located on West Mann Avenue and houses the offices of Public Relations/ Marketing/Alumni Affairs. The house is more than 100 years old and includes a small conference room, full kitchen, and back patio area.
- **The Athletics House** is located on North Lakefront Street, close to the Lady Parsons Softball Field and the Plunkett Wallace Gymnasium. The office of the Athletic Director is located in the Athletics House.
- **The Cafeteria** is located on Elder Street and is open for students and the community. In addition to the main dining area, the cafeteria has a civic meeting room and the President's Dining Room.
- **The Chalmus L. Weathers Business Building** is a modern structure completed in the fall of 1992. It contains 11,000 square feet and houses a small auditorium, faculty offices, and five class/ laboratory rooms used for business and computer science classes.
- **The Claude M. Elrod Science Building** is one of the premier state-of-the-art science and mathematics facilities in the State. The Science Building contains three floors of classrooms, offices and a lecture hall. The building was renovated during 2003-2004 and opened in January 2005.
- **Elder Hall**, located on West Mann Avenue, serves as the student resident facility and utilizes apartment-style living space.
- **The Elrod Hospitality Center**, located on Mann Avenue, serves as the home of the President.
- **The Emmett Plunkett-Lurleen B. Wallace Gymnasium** is used for varsity basketball and volleyball, intramural sports, and physical education activities and classes.
- **The Glenn L. Maze Music Building**, which is acoustically treated and well-equipped, contains six teaching studios, two classrooms, three rehearsal rooms, and six sound module practice rooms.
- **The Joe Starnes Memorial Chapel** is used for College religious activities and has, on several occasions, been the scene of weddings. The chapel is located inside the cafeteria.
- **The Maintenance Building**, which is located on the north side of the campus next to the Academic Success Center, houses the Operations and Maintenance Department, and serves as a record storage facility.
- **The Norton Social Sciences Building** once served as the library and a museum to house the

history of Snead State and the surrounding area. The renovated building reopened in 2010 to house classrooms and offices of the Social Sciences Division.

- **The Robert B. Aderholt Health Sciences Building** is located on the north side of the campus and houses SSCC's nursing program.
- **The Technology Center** provides modern laboratories in industrial maintenance.
- **The Tom Bevill Continuing Education Center,** a modern structure completed in the fall of 1992, is used for cultural, educational, and entertainment events. The facility encompasses almost 50,000 square feet and houses a banquet hall, meeting rooms, galleries, and a state-of-the-art auditorium. The TRIO Upward Bound and Student Support Services Offices as well as the Workforce Development offices are located in the Bevill Center.
- **The Virgil B. McCain Student Success Center** is a two-story facility that housed Business offices and Student Services offices. The McCain was closed for renovation in August 2018 and reopened in the Fall 2021. In addition to a student area and meeting rooms, the offices of campus engagement, the Vice President for Student Services, and the Assistant to the Vice President for Student Services, Business, Admissions, Recruiting and Financial are located here.
- **The William H. Osborn English Building** is a Georgian-style instructional building completed in the spring 1988. It contains faculty offices, a computer lab and four classrooms.

Arab Instructional Site

256.840.4116

Snead State Community College operates an instructional site at 261 S. Main Street in Arab. The Arab Site serves students in the Arab, Guntersville, Brindlee Mountain and surrounding areas. An open computer lab is available for students taking online courses or needing to take a proctored test (which is available by scheduled appointment only). Students can earn their Associate degree at the Arab Site in only four semesters. Options include evening classes and a few online classes, concentrating in Business or General Education.

Aviation College

256.571.0623 | JLOWERY@SNEAD.EDU

Snead State Community College assumed operation of the Aviation College in 2018. The facility is located at 24 Aviation Way in Albertville, next to the Albertville Municipal Airport.

The Aviation College at Snead State offers two Associate in Applied Science degree programs: Airframe Technology and Powerplant Technology as well as certificate and short-term certificate options. For more information, visit *www.snead.edu/aviation.*

Alumni Association

256.840.4128 | ALUMNI@SNEAD.EDU

The Snead State Alumni Association, active since 1920, is open to current and former students, graduates of Snead, and friends of the College. People can join as an annual or lifetime member. Those who did not attend Snead can join as Alumni by Choice.

Each year, the Alumni Association provides a scholarship that is awarded to a student attending Snead State Community College. The Association also presents the Alumni of the Year Award annually and the Distinguished Service Award as nominations are received.

The Alumni Association sponsors the Alumni Walk fundraiser with proceeds going to the Alumni Scholarship. The Alumni Walk is the brick courtyard around the gazebo behind the Administration Building. For more information, visit *www.snead.edu/alumni*.

Student Resources

256.571.0600 | www.snead.edu

Student success is our goal. Achieving this goal goes beyond a challenging curriculum and an experienced faculty and staff. It extends to the variety of resources available to students to help them achieve their goals and to make the most of the time at Snead State.

Snead State Library

256.840.4173 | jmiller@snead.edu

The Snead State Library, which is located in room 105 of the Administration Building (directly to the left of the main entrance), offers online access to over 70 databases as well as over 50,000 electronic books through a state-of-the-art Integrated Library System, "Virgil." In addition, the library also maintains a collection of over 5,000 print volumes. It offers both online and in-person library orientation and information literacy training. Online training includes instructional videos, "guest librarians" within Blackboard classes, and contact through e-mail and social media. Within the library, students have access to study areas and can read or check out books as well as Nook eReaders.

Ten desktop computers as well as 10 laptop computers are available for students during the hours the library is open. Headphones are also available for listening to audio on computers. Reference Librarians are available to answer questions, help with the use of the online system and databases, and aid in locating materials.

Academic Success Center

256.571.0613 | asc@snead.edu

The Academic Success Center (ASC) is part of Snead State Community College's desire to create an atmosphere where every student feels connected to the College, understands that the purpose is to help them graduate, and has available services to help them progress towards graduation.

The Academic Success Center provides academic support services free of charge to all Snead State Community College students. Individualized tutoring is available. In addition to individualized tutoring, the ASC also offers online tutoring, group tutoring, career exploration, and Student Success Workshops on topics such as Study Skills, Time Management, Note Taking, Resume Building, Blackboard Navigation, etc.

Programs and services offered through the ASC provide students with the individual and group opportunities needed to become successful, active learners and assist students in developing independent learning techniques that will contribute to their academic and personal growth. The Academic Success Center is equipped with a computer lab for student usage Monday through Friday.

Career services are available to students in the Administration Building on the first floor in the Library Annex room. All one-on-one and group tutoring is in the Administration Building in the Library.

Distance Education

256.840.4124 | DL@snead.edu

Through distance education, Snead State Community College is teaching beyond its campus into homes and workplaces to help students overcome the obstacles of time, geography, career, and family commitments. Distance education courses, both Online and Blended, are based on the same instructional outcomes and objectives as Traditional, on-campus courses. Distance education courses are developed using the Blackboard learning management system, as well as other technologies, to aid in student-teacher interaction and enhance learning experiences. Students register for distance education courses during the regularly scheduled registration period using OneACCS.

Online courses are delivered over the Internet through Blackboard and other tools/sites. Students receive instruction, interact with instructors, and complete assignments and exams via the Internet. Students are not required to attend face-to-face class meetings for lectures, but proctored exams may be required.

Blended courses offer the best features of traditional and online courses. Part of the course will be taught in a traditional face-to-face format and part will be taught online. This allows faculty and students an opportunity to build strong personal relationships through face-to-face interaction, while offering a more flexible schedule than traditional courses. The number of required face-to-face meetings is determined by the instructor and students should check the course schedule to determine whether on-campus meetings are required. Proctored exams may be required.

TRIO Programs

256.840.4131 | msmith@snead.edu

Student Support Services: Funded by the United States Department of Education and hosted by Snead State Community College, the TRIO Student Support Services Program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education.

The goal of SSS is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next.

Services available to active participants of the TRIO Student Support Services Program include tutoring, Lending Resource Library, laptop computer loan program, grant aid scholarships, printer and copier service, university and cultural events, EAP (Educational Action Plan), academic advising, workshops, mentoring, and transfer assistance.

Upward Bound: TRIO Upward Bound is a federal college preparatory program designed to encourage high school students to develop the academic skills and motivation necessary for success in postsecondary education. Funded by the United States Department of Education and hosted by Snead State Community College, the program serves eligible students from Asbury, Boaz, Brindlee Mountain, DAR, and Douglas High Schools.

Services available to active participants of the TRIO Upward Bound Program include academic instruction, tutoring, financial literacy, career assessment and planning, mentor and advising services, IEP (Individual Education Plan), and preparation for college enrollment and cultural enrichment activities. Services are provided throughout the year at the Snead State Community College campus but occur in two components - the TRIO Upward Bound Academic Year and the TRIO Upward Bound Summer Academy.

ADA/Disability Support Services

256.840.4219 | ada@snead.edu

Snead State Community College is committed to providing programs and services accessible to students with disabilities. The Alabama Community College System provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Contact the Office of Disability Services temporarily located the Academic Success Center for more information. *You must present documentation of disability to receive ADA services.*

What is a disability?

Under the Americans with Disabilities Act of 1990 (ADA) a disability is defined as a "mental or physical impairment which substantially limits one or more major life activities." Walking, eating, talking, breathing, writing, listening, and learning are examples of major life activities. If you have a documented physical or mental impairment, you may be entitled to certain accommodations and/or academic adjustments under the ADA. *(http://www.accs.edu/studentservices.apsx)*

What does "substantially limited" mean?

A person can be substantially limited in performing a major life activity if they are:

- unable to perform the major life activity, or
- significantly restricted as to the condition, manner, or duration under which the activity can be performed when compared to the average person or most people. *(http://www.accs.edu/studentservices.apsx)*

Documentation Required

Request for documentation forms are available at *www.snead.edu* for the following conditions:

- Attention Deficit Hyperactivity Disorder
- Learning Disability
- Mobility, Sensory, and/or Systemic Disorder
- Psychiatric Disabilities
- Traumatic Brain Injury

After your completed documentation is received, you will meet individually with the ADA Coordinator to discuss your accommodations. ADA services are not retroactive; therefore, students are advised to register with the ADA coordinator before they begin classes.

To ensure that ADA services are continued, it is the student's responsibility to contact the ADA Coordinator at the beginning of each semester. ADA does not provide financial aid, attendant (personal) care, transportation services, or tutoring.

Requests for reasonable accommodations should be directed to:

Brittany Goble
Director of Student Support Services and
Engagement/ADA Coordinator
Snead State Community College
P.O. Box 734, Boaz, AL 35957
Academic Success Center
256-840-4208
ada@snead.edu

Snead State Bookstore

256.593.1861 | snead.bncollege.com

The Snead State Bookstore is operated by Barnes and Noble College. Located in the Boaz Outlet Center, the bookstore provides textbooks and resource materials, school supplies, electronics, Snead Wear, a collection of books and movies, and more. Through the bookstore, students have many options in regard to their textbooks: e-textbooks, textbook rental, new or used textbooks, and more.

Student Housing

256.840.4146 | astone@snead.edu

Snead State provides a residence hall for students. Snead students living away from home are encouraged to live in the residence hall. Residence hall life can be a rewarding and educational experience. Lifelong friendships frequently begin among residents. Independence is fostered at the same time dependence upon others is being taught. Habits of health, cleanliness, study, and social living are established. It requires, however, a give-and-take attitude, a strong respect of the rights of others, a thorough knowledge of the rules required when people live together in close quarters, and a cooperative attitude that works for the general good of all residents.

Residents must furnish their own light bulbs, bed linens, blankets, pillows, toiletry articles, and lamps. Each room has a desk, chair, bed, mattress, and individual closets. The rooms have individual heating and air-conditioning units.

A room inventory record is made prior to the student occupying the room. This record is signed by the student and should note any missing or damaged items. Residents will be held liable for willfully changing locks or damaging College property including the windows, doors and/or contents of the rooms. Repairs or replacements required will be charged to the resident or responsible party. An application for housing is available on the College's website, *www.snead.edu*.

Cafeteria

256.593.5504

The Snead State Cafeteria serves meals to students, employees, and members of the community. The cafeteria is open for lunch from 10:30 a.m. until 1:30 p.m. Monday through Friday and from 10:30 a.m. until 2 p.m. on Sunday. The cafeteria is closed on Saturday.

The cafeteria is located at 101 Elder Street, Boaz, AL 35957.

Student Life

256.571.0600 | studentservices@snead.edu

At Snead State Community College, we believe in the Complete College Experience. The best way to make the most of your college experience is to get involved!

From college athletics to clubs and organizations, students have many opportunities to find their place and contribute to the college community. Some of the club sponsored events on campus include dances, S Day, Welcome Week, Club Rush, and Homecoming.

Snead State is an advocate for service learning. Several Snead State organizations have engaged in many disaster relief drives and supported many community activities and organizations such as the American Red Cross, Children's Hospital, the Ronald McDonald House, the Marshall County Christmas Coalition, LifeSouth, and the American Cancer Society Relay for Life.

Student IDs and Permits

256.571.0600 | studentservices@snead.edu

Students are required to have a valid Student ID badge when they enroll at Snead State. The ID badges may be used to gain free admission to athletic events, fine arts events, and any other student activity sponsored by Snead State. Some local businesses also provide discounts to students when they present the photo ID as proof of enrollment.

Parking permits are also required for students attending on-campus classes. Student IDs and parking permits may be obtained at the McCain Center on the Boaz campus.

Athletics

256.593.5120 | athletics@snead.edu

Snead State has a tradition of athletic excellence. The Parsons compete in Division I of the Alabama Community College Conference and the National Junior College Athletic Association. Several athletes have continued play at university and professional levels.

Snead State coaches are not only the top in their sports, but they also take pride in the academic success of their athletes. Special tutoring and study halls are available for all athletes to ensure excellence in academics and athletics.

Athletic facilities include the Plunkett-Wallace Gymnasium, the tennis courts, the Emmett Plunkett Baseball Field, and the new Lady Parsons Softball Field, constructed and opened in 2011.

Snead State offers the following athletic programs: Men's and Women's Basketball, Men's and Women's Golf, Women's Volleyball, Women's Tennis, Men's Baseball, Women's Softball, Women's Dance Team and co-ed Cheerleading Squad. Scholarships are available for these programs.

Snead State students receive free admission to all athletic games with their valid student IDs.

For the latest Snead State athletic schedules, visit *www.snead.edu/athletics*. For more information on athletic programs, contact Mark Richard, athletic director, at mrichard@snead.edu, or one of the coaches:

- Men's Basketball Head Coach Jeremiah Patterson - jpatterson@snead.edu
- Women's Basketball Head Coach Jason Shields- jshields@snead.edu
- Women's Volleyball Head Coach Angie Sanders - asanders@snead.edu
- Women's Tennis Head Coach Matt Holaday - mattndana@nehp.net
- Men's Baseball Head Coach Casey Underwood - cunderwood@snead.edu
- Women's Softball Head Coach Tracy Grindrod - tracy.grindrod@snead.edu
- Dance Team Coach Alexy Aragote - aargote@ snead.edu
- Cheer Coach Adam Rhoden - arhoden@snead.edu
- Men's and Women's Golf Coach Chuck Kalanick - ckalanick@snead.edu

Clubs and Organizations

256.840.4208 | bgoble@snead.edu

Snead State offers the following clubs and organizations for students to become involved:

- Ambassadors
- Art Guild
- College Bowl
- Digital Media Club
- Fellowship of Christian Athletes
- History@Snead
- Lend A Hand
- National Society of Leadership and Success
- Pan Latino Club
- Parson Pit
- Phi Beta Lambda
- Phi Theta Kappa
- Sigma Kappa Delta
- Snead State Campus Ministry
- Snead State Community College Fishing Team
- Snead Veteran Organization and Community (SVOC)
- Student Government Association

Social Media

256.840.4207 | mcollier@snead.edu

Snead State Community College has a number of social media outlets that help students stay up-to-date with campus activities, deadlines, information, and pictures from events. In addition to our website, *www.snead.edu*, students are able to keep up with the College through our social media accounts:.

Visit the sites at *facebook.com/sneadstatecc; twitter.com/sneadstatecc; instagram.com/sneadstatecc; and* YouTube: sneadstatecc.

Admission Information

2020-2022



Snead State Community College has an open-door admissions policy for all United States citizens and eligible non-citizens to assure optimal higher educational opportunities for its citizenry. Applying for admission to Snead State is the first step on the journey toward receiving your Associate degree.

How to Apply

256.571.0600 | ADMISSIONS@SNEAD.EDU

Snead State Community College has an open-door admissions policy for all U.S. Citizens and eligible Non-Citizens to assure accessibility and optimal higher educational opportunities. The College admits eligible applicants on an ongoing basis, and students may enroll in courses up to the last day to add a course for that particular semester. Admission applications and college catalogs are available via the Snead State website in electronic format. Requests for more information should be sent to the following address or emailed to admissions@snead.edu:

Snead State Community College
Office of Student Services
P. O. Box 734
Boaz, Alabama 35957

Admission Policies

256.571.0600 | ADMISSIONS@SNEAD.EDU

Applications for admission may be submitted electronically via the OneACCS portal found on the Snead State website. Upon electronic submission, students must also submit the following documents to the Office of Admissions before an application will be considered: (1) a signature/residency form and (2) an unexpired, government-issued photo ID. Documents may be presented in person, mailed, or a legible copy may be submitted electronically.

1. **Primary Form of Identification**

   For admission to an Alabama Community College System institution, an applicant must provide one primary form of identification such as an unexpired state-issued driver license; an unexpired state-issued identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card. An applicant who fails to satisfy the identification requirement will not be admitted to the College. Applicants should submit the identification referenced above in person or by submitting a legible copy by mail or via electronic submission.

2. **Non-Citizens of the United States**

   Snead State Community College has an open-door admissions policy for all U.S. citizens and eligible Non-Citizens. Applicants who possess permanent resident status or deferred action status for childhood arrivals will be admitted to the college after completing an admission application and submitting required documentation. Permanent residents should provide an unexpired U.S. permanent resident card along with their signature/residency form. Applicants who have been granted deferred action status must present Form I-797 that specifically states that the applicant has been granted deferred action status, along with an unexpired state-issued driver license or an unexpired state-issued identification card and the signature/residency form. At this time, Snead State does not grant admission to international students.

First-Time Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

A student who has not previously attended any college after graduation from high school/GED is considered a first-time freshman.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Official high school/GED transcript documenting graduation
- Official college transcript if attended as a dual enrollment student prior to graduating high school

Transfer Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

A student who has previously attended any college after graduation from high school/GED is considered a transfer student.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Official high school/GED transcript documenting graduation

- Official college transcripts from all previously attended institutions of higher learning

*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer of credit.

Initial Academic Status of a Transfer Student

- **Clear Academic Status:** A transfer student whose cumulative grade point average at the transfer college(s) is 2.0 or above on a 4.0 scale will be admitted on CLEAR academic status.
- **Academic Probation:** A transfer student whose cumulative grade point average at the transfer college(s) is less than 2.0 on a 4.0 scale will be admitted only on ACADEMIC PROBATION. The applicant's transcript will read ADMITTED ON ACADEMIC PROBATION.
- **Suspension:** An applicant who has been academically suspended at another duly accredited postsecondary college may be admitted as a transfer student only upon appeal to the Admissions Appeal Committee of the College. The appeal must be in written form and the applicant must be available for an interview with the committee. A student admitted upon appeal will enter on ACADEMIC PROBATION. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

Returning Snead Student (Readmission)

256.571.0600* | *admissions@snead.edu

A student who has previously attended Snead State as a credit student (after high school/GED) and is returning to Snead State after a break in continuous enrollment is considered a returning (readmit) student. Students who have attended SSCC within the past year do not need to reapply. Students who only attended Snead as a dual enrollment student should apply as a first-time freshman if he or she plans to attend SSCC after high school graduation.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Official high school / GED transcript documenting graduation
- Official college transcripts from all previously attended institutions after last attending SSCC

*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer of credit.

Readmission of Service Members

256.840.4213* | *mlight@snead.edu

Snead State Community College will promptly readmit any student who could not attend school due to military service with the same academic status he/she held when last attending or accepted for admission following the below provisions. The student will be enrolled into the next classes in his/her program of study.

- Military Service is defined as service (voluntary or involuntary) in the armed forces, including service by a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

The student must notify Snead State Community College's Veterans Services Office of his/her military service and intention to return to school as follows:

- Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.
- Notification of intent to return to school. The student must also give oral or written notice of his/her intent to return to the school within

three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices.

If the student is readmitted to the same program, for the first academic year in which he/she returns, the school must assess the tuition and fee charges that he/she was or would have been assessed for the academic year during which he/she left the school. However, if his/her veteran's education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student as well. If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the school must assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.

Transient Student

256.571.0600 | admissions@snead.edu

An applicant who is currently enrolled at another postsecondary college and seeks credit that will transfer back to his/her primary college is classified as a transient student. Transient students are temporary students who generally only attend Snead State for one semester.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Transient letter from primary college listing approved courses

*Transient students are considered non-degree seeking and are not eligible for federal financial aid.

High School Accelerated (Early Admission) Student

256.571.0600 | admissions@snead.edu

This program is available to qualified high school students who have completed required high school prerequisites. Accelerated students receive college credit but not high school credit. High school approval is required.

Minimum requirements:

- The student has successfully completed the 10th grade.
- The high school principal or his/her designee certifies the student has a minimum cumulative 3.0 average and recommends the student be admitted.
- The student enrolls only in postsecondary courses for which high school prerequisites have been completed.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Accelerated Recommendation Form signed by the high school principal or designee

**Accelerated high school students are admitted on a "conditional" status. The conditional status remains in effect and an official college transcript cannot be released until Snead State Community College receives an official transcript documenting proof of high school graduation. Transcripts released prior to receiving the final high school transcript will be stamped CONDITIONAL CREDIT.*

**Accelerated high school students are not eligible for federal financial aid or institutional scholarships.*

High School Dual Enrollment Student

256.571.0600 | admissions@snead.edu

This program is available to qualified high school students who have received approval from their high school to receive both college credit and high school credit.

Minimum requirements:

- Students must meet the entrance requirements of the College.
- Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum

cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.

- Students must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor.
- Students must be in grade 10, 11, or 12.
- Snead State Community College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.
- All dually enrolled students must take a state-approved college placement test, where minimum placement is required, specifically for college-level English, math or reading courses. Students in the 10th or 11th grade registering only for career and technical courses may take a state-approved placement test but are not required to do so. Colleges must ensure that all students take a state-approved college placement test prior to registering for dual enrollment courses for the 12th grade year.
- Dual enrollment students who fail to meet a grade of C or better in all attempted college courses or who withdraw from a course will be suspended from the Dual Enrollment program for a minimum of one term. The one-term suspension may not be served during the summer.
- Dually enrolled students may not audit courses.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Dual Recommendation Form signed by the high school principal or career and technical program representative (if applicable) and high school counselor
- Copy of current high school transcript

**Dual Enrollment high school students are admitted on a "conditional" status. The conditional status remains in effect and an official college transcript cannot be released until Snead State Community College receives an official transcript documenting proof of high school graduation. Transcripts released prior to receiving the final high school transcript will be stamped CONDITIONAL CREDIT.*

**Dual Enrollment high school students are not eligible for federal financial aid or institutional scholarships.*

Audit Student

256.571.0600 | admissions@snead.edu

An audit student is an applicant who wishes to enroll for classes only on an audit basis. The applicant must comply with the college admissions requirements by submitting an application for admission, one primary form of identification, an official high school transcript verifying date of graduation or GED certificate, official transcripts from all colleges attended, and a signature/residency form. A student with a baccalaureate degree will need to submit only the transcript from the college awarding the degree. Audit students must abide by class attendance policy and all standard course requirements, excluding the completion of course examinations. The cost of auditing a course is the same as enrolling for credit.

Conditional Admittance

256.571.0600 | admissions@snead.edu

First-time freshmen, transfer students, and returning (readmit) students may be conditionally admitted to Snead State Community College for one semester if official high school and/or college transcripts are pending receipt. No student shall be allowed to enroll for a second semester unless all required admission documents have been received by the College prior to the start of the student's second semester. Likewise, official SSCC transcripts will not be released until all required admission documents have been received by the College.

Students who are conditionally admitted to the College are ineligible to receive federal financial aid benefits.

Unconditional Admittance

256.571.0600 | admissions@snead.edu

High School and College Transcript Requirements

First-time freshmen, transfer students, and returning (readmit) students may be unconditionally admitted to Snead State Community College once the College has received official high school and college transcripts. All

official transcripts must be received in a sealed envelope directly from the sending institution, or through an official electronic submission. Official transcripts are evaluated for validity by Snead State Community College Admissions Office staff. Suspicious transcript submissions receive additional review.

High School Transcripts

- Students must submit official high school transcripts, or GED transcripts, as proof of high school graduation. Students who have an earned baccalaureate degree or higher from a regionally accredited institution are exempt from the high school transcript requirement.
- The review process for suspicious transcripts includes verifying that the granting institution is authorized from the appropriate state to award the diploma. Additional research is conducted for institutions appearing to be diploma mills, and a student is not unconditionally admitted without a valid high school or GED transcript.

College Transcripts

- Students must submit official college transcripts from all previously attended institutions of higher education for evaluation.
- The review process includes verification of an appropriate accreditation of the degree granting institution. Additional research is conducted for institutions appearing to be diploma mills which are unacceptable.

Insufficient transcripts are rejected and students are notified of the status of such action.

Placement Testing

256.840.4165 | TSHIELDS@SNEAD.EDU

In keeping with its responsibility to offer optimal learning experiences, the College utilizes a student's prior college-level coursework, ACT/SAT scores, high school grade point average in conjunction with final grades in designated high school courses, and ACCUPLACER placement assessment scores to determine eligibility for placement into English and mathematics courses. Placement scores and high school GPA are valid for five years in determining placement. Official documentation of these scores must be sent directly to the Snead State Student Services Office. If older than five years, the student must take the ACCUPLACER assessment. Academic advisors will assist students with determining the appropriate placement into English and mathematics courses.

Students who do not place into an English or math course based on ACT/SAT scores or high school scores will be required to take the ACCUPLACER Exam to determine placement. The ACCUPLACER Exam, published by The College Board, is a comprehensive set of computer-adaptive tests designed to accurately assess students English and math skills. Tests within the ACCUPLACER system are used to determine if students are prepared for college-level courses or if they would benefit from developmental courses. The ACCUPLACER Exam is an untimed test, and you may find study resources by clicking this link: https://accuplacer.collegeboard.org/students.

A student who wishes to challenge ACCUPLACER results may retest twice per academic year provided that there is evidence the student has completed test preparation activities. There is no initial ACCUPLACER assessment fee, but a $10 fee is charged for each retest.

The ACCUPLACER assessment is given Monday through Thursday on the Boaz campus anytime between the hours of 8:00 a.m. - 12:00 p.m. in the Academic Success Center. You DO NOT need to make an appointment or pre-register as long as you test anytime between these hours.

Students who want to take the ACCUPLACER exam at the Arab Instructional Site must call 256.840.4116 to schedule an appointment.

EXCEPTIONS:

- Any student who has already successfully completed a college-level course in English and/or math with a grade of "C" or better or who has taken the ACCUPLACER Exam at another College within the last five years. The student must document ACCUPLACER scores or course completion by having an official transcript and ACCUPLACER scores forwarded to the Snead State Student Services Office.
- Any student who has completed required developmental coursework at another Alabama Community College System College within the last five years.
- Audit students.

- Transient students unless taking math and English courses for the first time.

Developmental Instruction

256.840.4165 | tshields@snead.edu

Developmental instruction is designed to develop academic competencies deemed necessary for a student to successfully complete college-level courses. The College shall designate developmental courses in English and mathematics. Such courses shall not meet graduation requirements or requirements for completion of a degree or certificate.

The requirements for the standard minimum cut scores for the System will be set forth in guidelines established by the Chancellor. Each college of The Alabama Community College System shall offer developmental instruction for every student who scores below the System's standard placement scores. A student may enroll in college-level courses while enrolled in developmental courses so long as the discipline is different from the discipline in which the student scores below the standard placement score. Student placement in developmental course instruction is mandatory when student performance as measured by an assessment instrument falls below the minimum System placement score.

Intake Advising

256.571.0600 | studentservices@snead.edu

The Student Services staff are readily available to assist students with intake advising. Offices for intake advisors are located on the first floor of the Technology Center. Academic advising is an integral component of the educational experience. Advising is intended to assist students in developing an educational plan to reach life goals. Working with an advisor will ensure that all educational requirements are met for college completion. Snead State maintains an advising process for the benefit of students. While an advisor can assist in planning and offer suggestions for completion, it is the student's responsibility to carry out the decisions necessary to attain those goals. Students experiencing academic difficulty or considering withdrawal from the College for any reason are encouraged to contact an advisor.

Our Career Coach is located on the first floor of the Administration Building, in the Library Annex room. There are many available resources for student usage including the Occupational Outlook Handbook, college catalogs, and other career-focused material. Each student has a program-specific degree plan to follow while at Snead State. Additionally, transfer students are highly encouraged to print and follow a STARS Guide and the specific AREA V page of the institution they anticipate attending.

The Academic Success Center has available many resources for student usage including the Occupational Outlook Handbook, college catalogs, and other career focused material. Each student has a program specific degree plan to follow while at Snead State. Additionally, transfer students are highly encouraged to print and follow a STARS Guide and the specific AREA V page of the institution they anticipate attending.

Students are encouraged to meet with a faculty advisor (generally by appointment) on a regular basis. A student who wishes to make a program of study/major change must complete necessary paperwork in the Office of Student Services. He/she will receive an updated degree plan and will be encouraged to complete a new STARS guide, if applicable.

In an effort to recognize the busy lifestyles and distance associated with some of our students, Snead State Community College is dedicated to providing services to students completing courses via distance education. In lieu of coming to the College, advising may take place via telephone conversations and/or e-mail correspondence. A student who desires to make a program of study/major change and is unable to come to the campus may send a written request via his/her secured Snead student e-mail account.

The Statewide Articulation Reporting System (STARS) is a computerized articulation and transfer planning system designed to inform students who attend Alabama community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded or assisted four-year College as well as select privately funded institutions. It is through this system that a student can obtain an Alabama Articulation and General Studies Committee approved Articulation/Transfer Guide and Agreement. This Articulation/Transfer Guide and Agreement guarantees the transferability of the course work listed within the guide among Colleges of higher education in the state of Alabama. Students knowing the specific Alabama College to which they plan to transfer should access the AGSC/STARS Home Page at *http://stars.troy.edu* and obtain a guide and agreement for the major they intend to pursue. The STARS database, if used properly, can prevent the loss of course credit hours, can provide

direction for the scheduling of course work, and can ease the transition from one College to another. More information about the STARS Program may be obtained in the Office of Student Services.

New Student Orientation

256.840.4208 | BGOBLE@SNEAD.EDU

New Student Orientation, called Parson Days, provides students with an introduction to college life at Snead State Community College and prepares students to adequately plan their course schedules while they are students. Parsons Days introduces students to the services provided by the College to assist him/her in being a successful student. A strong emphasis is placed on the College Completion Campaign encouraging students to complete their Associate in Science, Associate in Applied Science or certificate, all while engaging outside of the classroom for the Complete College Experience. Once a student has applied for admission, the Student Services Office releases information through mail delivery and e-mail regarding Parson Days. Students will receive all necessary resources to successfully begin classes during a Parson Days session.

Advising for Specific Programs of Study

256.571.0600 | WWW.SNEAD.EDU

A student may consult with his/her advisor or any faculty within the same department (referred to as an Advising Group) concerning scheduling. General Education or undecided students who are interested in exploring various program options or seeking advisement or assistance in scheduling may contact a representative in the Office of Student Services located in the Technology Center. It is the student's responsibility to make arrangements to meet with an advisor during the advisor's scheduled office hours.

Academic Advising Policy

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

Snead State Community College recognizes academic advising as an essential part of the educational process and an important component in college completion. The primary focus of academic advising at SSCC is to facilitate the student's establishment and pursuit of realistic academic and career goals by providing the student with accurate information and guidance to support him/her in the decision making process. Academic Advising is designed to assist students in recognizing and accepting responsibility for their own choices about their educational program. It is not meant to replace or supersede the student's right to choose. Advisors offer suggestions and information to assist students in making informed decisions.

To be truly effective, academic advising must be taken seriously by students, advisors, and the College with an understanding that advising is more than the completion of a simple clerical function. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in relation to his/her pursuit of academic and career goals. In addition to establishing an educational or career plan, academic advising assists students with evaluation and reevaluation of continued progress toward said goals.

Snead State Community College has established that the College, advisor, and students have individual responsibilities with regards to the advising process and these must be fulfilled if students are to receive the full benefit of an effective academic advising process. Academic advising is an ongoing, continuously evolving process.

- Responsibilities of the Student
    1. Ensure that all academic records from other educational Colleges have been sent to Snead State.
    2. Know the academic advisor's identity, office location, office telephone number, and office hours. The student must also be aware of which advising group he/she fits and where that advising group may be found.
    3. Schedule an advising appointment at least once per term with the advisor apart from the scheduling/registration process.
    4. Keep appointments. If the student is unable to keep an appointment, it is the student's responsibility to notify the advisor as soon as possible before the actual appointment time. The student should reschedule a new appointment.
    5. Discuss academic and career goals with the academic advisor.
    6. Develop educational and career goals.
    7. Be aware of College policies and procedures, program requirements, and graduation requirements of both SSCC and the intended transfer institution.

8. Complete, print, and keep a copy of the STARS Guide or Degree Plan appropriate for the student's intended major. If the student changes his/her program of study, it is the student's responsibility to obtain a new STARS Guide or Degree Plan for the new program.
9. Be prepared for the advising appointment for the scheduling of classes before meeting with the advisor. Study the class schedule, know courses needed, have a list of alternatives, know which courses are offered at convenient times he/she can attend, and have a list of any questions for the advisor. The advisor is there to assist the student and offer advice and guidance.
10. Accept responsibility for academic choices. The advisor may discuss options with the student, but the student must make the decision.
11. Maintain personal records of academic activities and progress.
12. Seek help from advisors when needed. Consult with the faculty advisor or an intake advisor in the Technology Center when not certain of the best academic action and before making changes in the program of study. Academic advising is a continuous process that spans the entirety of a student's stay at the College, not just when selecting courses.
13. Prior to attending classes, verify that the class schedule is accurate.

- Responsibilities of the Advisor
  1. Be accessible to students.
  2. Be aware of advisee's educational and career goals, and assist in formulation and clarification of these goals.
  3. Guide students in obtaining accurate information about transfer institutions.
  4. Provide students with information about alternatives, limitations, and possible long and short range consequences of academic choices.
  5. Refer students to appropriate college services or off-campus agencies.
  6. Strongly encourage students to obtain a STARS Guide for their intended course of study.
  7. Schedule appointments to ensure adequate time is provided for discussion of each advisee's progress.
  8. Assist students in making long range plans concerning courses to be scheduled.
  9. Focus on what courses should be taken and be prepared to provide reasons why a particular course is needed.
  10. Verify the accuracy of the class schedule prior to registration.
- Responsibilities of the College
  1. Provide advisors with accurate and complete information on College policies and procedures, programs of study requirements, and courses of instruction.
  2. Provide advisors with all student data needed, accurate transcripts, and evaluation of transfer credit.
  3. Provide advisors with forms and reference materials needed in the advising process.
  4. Assign advisors and inform students of the identity, office location, telephone numbers, and e-mail addresses of advisors.
  5. Provide new students with an orientation to the College.
  6. Administer placement tests to new students upon admission, including partial batteries of tests to transfer students when needed.
  7. Provide advising services to students with special needs, particularly those students covered by the Americans with Disabilities Act (ADA).
  8. Conduct advising orientation for new advisors and workshops for training and updating all advisors periodically.

Financial Information

2020-2022



Snead State Community College offers a variety of options for students who need financial assistance - from scholarships to grants to loans. The staff in the Financial Aid Office is available to assist students with questions they may have about the financial aid process.

Tuition and Fees

256.840.4115 | tsimons@snead.edu

The fee schedule below includes a facility renewal fee of $9 per credit hour, a technology fee of $9 per credit hour, a building fee of $15 per credit hour, and a $1 bond surety fee per credit hour. The tuition schedule is subject to change upon approval by the ACCS Board of Trustees.

Credit Hrs.	Tuition/Fees Alabama Resident	Tuition/Fees Out-of-State Resident
1	$167	$300
2	$334	$600
3	$501	$900
4	$668	$1,200
5	$835	$1,500
6	$1,002	$1,800
7	$1,169	$2,100
8	$1,336	$2,400
9	$1,503	$2,700
10	$1,670	$3,000
11	$1,837	$3,300
12	$2,004	$3,600
13	$2,171	$3,900
14	$2,338	$4,200
15	$2,505	$4,500
16	$2,672	$4,800
17	$2,839	$5,100
18	$3,006	$5,400
19	$3,173	$5,700
20	$3,340	$6,000
21	$3,507	$6,300
22	$3,674	$6,600
23	$3,841	$6,900
24	$4,008	$7,200

Additional fees:

- Late Registration Fee (incurred if registration is not completed on designated date) - $25
- Returned Check - $25
- Parking Violations - $10-$50
- Placement Test Retest Fee - $10
- Library Overdue Books Fine (per day library is open) - $.10
- Collection cost - outstanding charges are subject to a collection cost of $12-$25
- Academic Transcript Fee - $5

Housing Cost

- Room deposit fee** - $200
- Private room per semester (Fall/Spring)* - $1,500
- Semi-private room per semester (Fall/Spring)* - $1,175
- Board (10 Meal Plan)* - $842.40

** Residents are required to pay board fees, and housing obligations are for both fall and spring semester.*

** Room/board charges are subject to change upon approval by the ACCS Board of Trustees. Cost for the summer semester is prorated, and no meal plan required for summer residents.*

*** The full deposit fee is refundable if the student has no unpaid financial obligations, has no assessed room damage, and has fulfilled the fall and spring semester contract.*

A student enrolled at Snead State who moves in the residence hall after the (10th) day the residence hall is open will be charged on a pro rata basis.

Payment

- **Terms:** Student tuition/fees are due and payable on the first day of registration. Please refer to the academic calendar each semester for the drop for non-payment dates. All classes will be dropped for students with outstanding charges; students must pay prior to midnight on the drop date listed in the academic calendar.
- **Options:**
  1. Coverage of tuition and fees by financial aid, scholarship, PACT plan, or VA. If there is an error in financial assistance, contact Student Services – Financial Aid Office at 256.840.4107.
  2. Immediate online payment by Mastercard, Discover, or Visa. (If you have questions about credit card payments, please contact the Business Office at 256.840.4104).
  3. Direct payment (cash, check, credit card) to Business Office in the Technology Center.

  If you have questions, call 256.840.4104.

- **Refunds**

Refunds are based on the first official day for the term and are not based on the first class day for individual courses. Prior to the official first day of class, students will receive a full refund when completely withdrawing from college or dropping a class.

After the Add/Drop period ends, students may receive a partial refund only if they completely withdraw from all classes (both full and mini-term) in which they are enrolled. Refunds for mini terms are based on prorated days. During the first three weeks, refunds for complete withdrawals will be made on the following basis:

- Withdrawal prior to first class day—100 percent of tuition and fees.
- Withdrawal during first week — 75 percent of tuition and fees.
- Withdrawal during second week— 50 percent of tuition and fees.
- Withdrawal during third week— 25 percent of tuition and fees.
- After close of third week— No Refund.

A five (5) percent administrative fee will be assessed for each withdrawal processed within the above refund schedule.

T**here is no refund due to any student who partially withdraws after the official add/drop period.**

A student who officially withdraws after the semester begins may be entitled to a partial refund of room/board charges based on the above refund schedule.

Refunds are computed according to the date the student actually withdraws officially or unofficially and not according to his or her last day of attendance.

For students receiving VA education benefits, the VA will be notified of a student's termination or withdrawal within 30 days. VA payments will be suspended based upon the student's last date of attendance.

Distance Education Proctoring Fees

256.840.4124 | DL@snead.edu

In order to ensure that the student who registers in a distance education course is the same student who participates in and completes the course and receives credit, Snead State Community College requires proctored assessments in Online and Blended courses. When registering for a distance education course in OneACCS, it is the student's responsibility to review the detailed notes for the course. Students are responsible for any costs associated with proctored assessments.

Tuition Eligibility

Residency status must be determined upon admission. A student shall be classified according to one of the following categories for the purpose of assessing tuition: Resident Student, Non-Resident Student Eligible for In-State Tuition Rates, or Out-of-State Student. The burden of proof lies with the applicant in determining residency status.

A student's residency status will be presumed for one full academic year of his/her most previous enrollment unless there is evidence that the student subsequently has abandoned resident status (for example, registering to vote in another state). A student failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence).
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must be using educational

benefits under either chapter 30 or chapter 33, of title 38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- For students receiving VA benefits, the VA will be notified of your termination or withdrawal within 30 days. VA payments will be suspended upon your last date of attendance for any.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

Resident Student - In-State Tuition

In order to be eligible for in-state tuition, an applicant must meet one of the following criteria:

- Applicants must have resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission, ***OR***
- Applicants must be a minor whose parents, parent, or legal guardian of such minor dependent has resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission. If the parents are legally separated or divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

Determination of eligibility for in-state tuition shall be made by Snead State Community College by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of the following connections:

- Payment of Alabama state income taxes as a resident;
- Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property;
- Full-time employment in the state;
- Residence in the state of a spouse, parents, or children;
- Previous periods of residency in the state continuing for one year or more;
- Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education;
- Possession of state or local licenses to do business or practice a profession in the state;
- Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
- Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
- Membership in religious, professional, business, civic, or social organizations in the state;
- Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts;
- In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

An applicant that has graduated from an Alabama high school or who has obtained a GED in the State of Alabama within three years of the date of his/her application for admission in accordance with the requirements set forth in the Code of Alabama, will be allowed to pay in-state tuition rates. The applicant will be required to provide evidence that he/she has met this requirement.

Non-Resident Student Eligible for In-State Tuition Rates

A non-resident student, one who does not meet the standard of having resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission, shall be charged the in-state tuition rate if the student satisfies one of the following criteria, or, if the student is a dependent (as defined by

the Internal Revenue Code), then the person supporting the student satisfies one of the following criteria under the following circumstances:

- The student or the person(s) supporting the student is a full-time permanent employee of Snead State Community College; OR
- The student or the person(s) supporting the student can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; OR
- The student or the person(s) supporting the student is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; OR
- The student is eligible to receive under the Alabama G.I. Dependent Scholarship Program; OR
- The student or the person(s) supporting the student is an accredited member of a consular staff assigned to duties in Alabama.
- A student is eligible for in-state tuition if the student resides in one of the following Georgia counties: Chattooga, Floyd, Polk, or Walker.

Out-of-State Student

An out-of-state student is an applicant for admission who does not fall into one of the categories described for in-state tuition eligibility. The out-of-state student shall be charged tuition at 2.00 times the in-state tuition rate, rounded up to the nearest dollar. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

Financial Assistance

256.840.4107 | FINAID@SNEAD.EDU

A comprehensive program of financial aid to assist qualified students toward their educational goals is offered by Snead State Community College. Through the use of scholarships, grants, federal loans, and student employment, students with limited resources may receive financial assistance to attend Snead State Community College.

Scholarships

256.840.4107 | FINAID@SNEAD.EDU

Snead State Community College offers a variety of institutional scholarships to students in recognition of their academic achievement, performance ability, and/or financial need. Snead State scholarships are awarded on a competitive basis. Meeting the minimum requirements does not guarantee being awarded a scholarship.

In order to be considered for a scholarship award, a completed application for admission must be on file with the College. Students are also required to apply for federal aid at *fafsa.ed.gov*. Snead State's school code is 001038. Students do not have to be eligible for federal aid in order to qualify for scholarships that are not need-based. The priority deadline to apply for scholarships for new students is early March. The priority deadline for returning student scholarship applications is early June. Applications become available each January online at *www.snead.edu*. Only completed scholarship applications accompanied by the required documentation will be considered.

At the time of this publication, only U.S. Citizens or U.S. permanent residents are eligible for institutional scholarships. DACA students (Deferred Action Status for Childhood Arrivals) are not eligible for federal or state funding at the time of this publication.

- **Types of Scholarships (subject to change)**
  1. **Presidential Honors Scholarship** applicants must be entering freshmen with a minimum 25 ACT composite and 3.75 GPA (unweighted). Each scholarship award equals full tuition and fees for up to 82 credit hours and includes a two-day leadership retreat and service learning experiences. Finalists will be interviewed by the College President or the President's designee.
  2. **Academic Achievement Scholarship** applicants must have a composite ACT score of 23 or higher within the last five (5) years. Awards will be offered based on the following composite scores: 27 and above=tuition and fees; 25-26=tuition only (student must pay fees); 23-24=$1,500 each semester. The College reserves the right to change these amounts based upon available funding.
  3. **Service Scholarship** applicants must have a minimum 3.0 GPA and documentation

that reflects a demonstrated capacity for leadership and extensive civic engagement. To be considered for a Service Scholarship, applicants must provide evidence of service and letters of recommendation confirming the applicant's demonstrated service and leadership. Award amounts vary.

4. **General Scholarship** applicants must demonstrate a financial need as determined by the FAFSA (Free Application for Federal Student Aid). Students should clearly articulate/document in their application packet the need for a scholarship. Each scholarship award varies and may be used over the course of 1 academic year. Recipients may reapply for consideration in a subsequent academic year.
5. **Performing Arts Scholarships** are awarded based on an audition process. Award amounts vary. For additional information, applicants should contact Dr. Barbara Hudson in the Music Department at (256) 840-4147 or barbara.hudson@snead.edu.
6. **Art Scholarships** are awarded on the basis of demonstrated artistic talent. Recipients will be required to enroll in art classes each semester but are not required to be art majors. Award amounts vary.
7. **Career/Technical Scholarships** are available for technology degrees offered at Snead State Community College. Awards are based on technical interest and achievements. Awards are degree-specific and require the student to remain within the major to continue to use the funds. Award amounts vary.
8. **GED Scholarships** are available for students who earned a GED. Award amounts vary.
9. **Athletic Scholarships** are awarded on the basis of athletic talent and performance in each sport. Each scholarship award varies. For additional information, applicants should contact the Athletic Department at athletics@snead.edu.

- **Senior Adult Scholarship**

  A student who is sixty (60) years of age or older may attend classes tuition-free through the Senior Adult Scholarship Program if he/she meets the following conditions:

  - Be unconditionally admitted to the College.
  - Be an Alabama resident.
  - Enroll for college credit.

  The scholarship covers tuition only. The student is responsible for fees, books, and supplies. Senior adults granted a tuition waiver under the Senior Adult Scholarship Program may receive such waiver only one time per course. Course enrollment under the Senior Adult Scholarship Program is restricted to a space available basis. Students interested in learning more should apply through the SSCC Financial Aid Office. Students must notify Financial Aid each semester of enrollment in order to receive the senior adult waiver.

- **Endowment Scholarships**

  Snead State Community College and the Snead State Community College Foundation offers a variety of endowment scholarships to students in recognition of their academic achievement, performance ability, and/or financial need. These are funds made available to Snead students by external donors. The criteria varies based upon donor stipulations.

  In order to be considered for a scholarship award, a completed application for admission must be on file with the College. Students are also required to apply for federal aid at *fafsa.ed.gov.* Snead State's school code is 001038. Students do not have to be eligible for federal aid in order to qualify for scholarships that are not need-based. The priority deadline for new students to apply for scholarships is early March. Applications become available each January via *www.snead.edu*. Only completed scholarship applications accompanied by the required documentation will be considered.

  - Ralph and Edna Ables Memorial
  - Albertville Civitan Club/Olin Hearn Memorial
  - Albertville Extension Homemakers
  - Amberson Family Scholarship

- American Cruisers Motorcycle Club - Chapter 50
- Paul Durande Arnold
- Byron Ashley Memorial
- JoAnn Austin/F.L. Packard
- Tugalo E. and Isa M. Avery Legacy Scholarship
- John C. "Dad" Blackwell Memorial
- Timothy and Melinda Brooks
- John B. Brookshire, Jr. Memorial
- George Warren Brown
- Nell Brunetto/Boyd and Maude Rains Scholarship
- Alton Colby Bryson Memorial
- John Gurley Burden Memorial
- Guy W. and Hazel Lee Camp Memorial
- Lona Webb Casey Memorial
- Eugene H. Causey Memorial
- Harold O. Chitwood/Gold Kist, Inc.
- Tom Cooper Memorial Athletic
- Mary Corley
- Dorris Williams Courington Memorial
- Pat M. Courington
- George W. Cox Memorial/Boaz Civitan Club
- Ted Croft Memorial
- Cleo Teague Currie
- Josephine Cooper Dark
- Ray W. Davis Memorial
- Lola Tidwell Dees/Tiny Tidwell Strauss
- Joel E. Dickinson and Amoco Foundation, Inc.
- Claude M. Elrod
- Lila S. Elrod Memorial
- Nerine B. Elrod
- Reva Joyce Emert Memorial
- Epworth Methodist Church
- Ms. Mary Frank
- Clarence and Myra Jo Garry
- Dr. Bobbie Glassco
- Dr. Bobbie McCreless Glassco
- Herbert and Alice Going
- Herschell G. Green Memorial
- Jennifer Garmany Hallmark Memorial
- Janet Murphree Hearne Memorial
- Highpoint Extension Homemakers
- Holcombe Bees and Religion Scholarship
- Meagan E. Hoy Memorial
- A.L. Isbell Memorial
- Mozell Harris Jackson
- Ollin Hayes
- Bill Jenkins
- Marion and Mamie Kelley
- Luann Killian Memorial
- J.R. Kimbrough Memorial
- Juanita Kinazlow Memorial
- Iva Verhine Knox
- Sharon Jordan Leach Memorial
- Lee-Mathis Student Aid Fund
- Legacy Scholarship
- David Mackey, Jr.
- Marshall County Medical Auxiliary
- Fred Martin
- Gerald Rae Mathis Memorial
- Glenn L. and Mary Wells Maze Memorial Music
- Ralph and Eloise McClendon Memorial
- Frank McDaniel
- Theodore B. and Sarah McLeod
- Ada Honea Morefield
- James and Annie Murdock
- Joan and Richard Noel
- Martin L. and Marion P. Owen

- Millard Fillmore Parker Memorial
- Tom Parker Jr.
- Phi Theta Kappa
- Emmett and Olive Plunkett Athletic
- John Howard Precise Memorial Music
- Charles A. and Jeanette Price Pruitt Memorial
- Congressman Albert M. Rains and Allison B. Rains Memorial
- Ernest M. and Gladys H. Robinson
- Snead Alumni Association Scholarship
- SSCC General Endowment
- R. P. Steed Memorial
- Alf-Miller Israel Thompson Memorial
- Alvin M. Townley Memorial
- June Roberts Weathers
- Coach Eric Whaley Memorial
- Margaret Nelson White
- Judith Horton Whitt Memorial
- Sonya Wiley Memorial
- Bill and Sara Wilks
- Richard Aubrey Wilson
- Minor E. Woodall, Jr.

Federal Financial Aid

256.840.4107 | FINAID@SNEAD.EDU

All Federal Financial Aid requires that the Free Application for Federal Student Aid (FAFSA) be completed. Applications must be completed online at *fafsa.ed.gov*. The college code for Snead State Community College is 001038. Once processed, the applicant will receive a Student Aid Report (SAR) from the Department of Education and a letter from Snead State that outlines the next steps a student must take to complete the financial aid process. All applicants should have the application completed as soon as possible, after October 1, for consideration of all available aid. It usually takes about 3-4 weeks to complete the process and sign all necessary forms with the Snead State Financial Aid office.

- **Grants**
  1. **Federal Pell Grant** - The Federal Pell Grant is an entitlement from the federal government that does not have to be repaid. Eligibility is based on family income and other factors as determined by the federal government. The amount of an award depends upon the student's eligibility and the cost of attending college.
  2. **Federal Supplemental Educational Opportunity Grant** – These grants, commonly referred to as FSEOG, vary in amounts with the minimum award of $100 each year and do not have to be repaid. Federal Pell Grant recipients with extremely low family contributions receive priority.
- **Federal Work-Study**

  The Federal Work-Study (FWS) program is administered through an agreement between Snead State Community College and the Federal Work Study Program. Those interested in employment must submit an application for FWS (available online at *www.snead.edu*) to the Financial Aid Office for consideration. Applicants who demonstrate financial need, based on the College's cost of attendance, will be considered for employment. Most students work ten to fifteen hours per week and earn a wage compatible with the Minimum Wage Law or higher. Payments are issued monthly for work performed.
- **Federal Direct Loans**

  Federal Direct Loans allow students to meet some of their education cost by borrowing money. Students must apply for these loans each school year by completing the Free Application for Financial Aid (FAFSA-*fafsa.ed.gov*). Loans are awarded based on the level of courses completed in a student's program of study and cannot exceed SSCC established student budget, including other aid. A master promissory note must be e-signed by the borrower to officially document the obligation to repay the loan funds. (*studentloans.gov*) Funds are applied to the student's educational costs and/or disbursed on a federally regulated disbursement schedule. Disbursement amounts will be slightly lower than award amounts as

fees are deducted prior to receipt of funds. Each loan recipient must complete Loan Entrance Counseling before any funds can be disbursed. An Exit Counseling is also required for students not returning for course enrollment.

NOTE: Students must be enrolled at least half-time (six credit hours) in order to receive Federal Direct Loans.

1. **Federal Subsidized Direct Loans** are awarded on the basis of financial need as established by the FAFSA application. The federal government pays the interest while the borrower is enrolled at least half-time (six credit hours) at an eligible institution and during deferment. Loan eligibility is based on the cost of education, less expected family contribution and other aid the borrower may receive, and federal restrictions (completed admission file before guarantee is processed, progress as established by federal guidelines, and be in good standing with SSCC). Repayment may be deferred up to six months after the borrower graduates, leaves school or drops below six credit hours. A number of repayment options are available as this loan must be repaid. Students will need to contact their loan servicer, found at *nslds.ed.gov*, to learn more about their specific repayment options. Interest rates are variable and origination fees are charged at the time of each disbursement.
2. **Federal Unsubsidized Direct Loan**s are awarded to eligible students regardless of family income if within federal budget guidelines. Students must complete the Free Application for Federal Student Aid (FAFSA) each school year to determine eligibility. The term unsubsidized means that interest does accrue while borrower is enrolled. These loans have a variable interest rate and the interest begins accumulating immediately. A number of repayment options are available as this loan must be repaid. Check the online repayment schedule to determine how much to borrow (*www.studentaid.ed.gov*). These loans have the same criteria for eligibility as the subsidized loan.

Financial Aid Eligibility

A student is generally eligible for aid if he or she meets the following criteria.

- Enrolled as a regular student in a degree-seeking program at a postsecondary College approved by the Department of Education,
- Enrolled in classes that are in their degree plan.
- Have all required admission documents submitted to the Admission's office (transcripts, name change documents, residency forms, etc.)
- U.S. citizen or eligible non-citizen,
- Makes satisfactory academic progress (as defined by the College's Financial Aid Office) in an approved course of study, and
- Not in default on a student loan or owe a refund on a federal grant.

Financial Aid Policies/Requirements

Snead State Community College is required by the Higher Education Act of 1965, as amended, to establish standards of satisfactory academic progress for students receiving financial aid under the Title IV Programs.

The Satisfactory Academic Progress standards for financial aid, listed below, are either the same or stricter than the individual Colleges' academic policy for students enrolled in the same academic program who are not receiving financial assistance.

All students receiving or not receiving financial aid will be reviewed for their academic progress at the end of each semester.

Regardless of enrollment status (full time, half time, etc.), all students are treated equally under the SAP policy.

Students who have attempted 1-21 semester hours must have a 1.5 overall GPA and must have successfully completed at least 58% of classes attempted.

Students who have attempted 22-32 semester hours must have a 1.75 overall GPA and must have successfully completed at least 62% of classes attempted.

Students who have attempted 33 hours or more must have a 2.0 overall GPA and must have successfully completed at least 67% of all classes attempted.

Students are only allowed 150% of the programs

length to complete the degree or certificate. All hours attempted, as well as transfer hours accepted, will be included in the maximum time frame calculation.

For example, General Studies is 64 credits. You are allowed 150% or 96 attempted credits to complete the program successfully. If you do not complete your program in the allotted time frame your aid will be suspended.

Students are allowed a maximum of 12 semesters of Pell funds over the course of their lifetime. Students enrolled less than full-time will have the maximum allowable time extended proportionately. Students must maintain standards of progress to continue to receive the funds. Students receiving financial aid, who attended under the quarter system and then returned in the semester system, will have all grades converted to the semester hour credit and then academic progress will be determined. Students will not be penalized if there is a discrepancy between quarter and semester hours.

Grades of F, W, or I are not accepted as transfer credit and therefore are not included in the SAP calculations for completion percentage or maximum time frame. Transfer hours are not included in GPA calculation for SAP.

Developmental/Remedial courses that are deemed eligible for financial aid are counted in SAP calculations.

The following grades earned at SSCC are not considered credit completed but are counted as attempted credit in SAP completion percentage calculations and maximum time frame calculations:

F - Failure

W – Withdrawal

I – Incomplete

Incomplete grades are not counted in the qualitative (GPA) calculation until the grade change form is submitted by the instructor no later than the end of the semester immediately following the term for which the Incomplete grade was assigned. If incomplete coursework is not completed by the end of the following term, the Incomplete grade will be changed to an F.

Academic Bankruptcy: Financial Aid regulations do not have a provision for academic bankruptcy; therefore, all credits and grades earned in semesters for which academic bankruptcy is approved are included in financial aid SAP calculations.

Repeated Coursework: Grades replaced by the College's Course Forgiveness Policy (see Course Forgiveness Policy in the Academic Standards & Regulations section of this catalog) are not included in the GPA or completion percent calculations for SAP purposes for the first repeat. However, all additional attempts shall be factored into the GPA calculation.

Regaining Eligibility

Students may appeal in writing to the Financial Aid Office if they can provide documented proof of mitigating circumstances. Mitigating circumstances are those that are beyond the student's control. The Financial Aid Committee, which is charged with hearing appeals, may waive the satisfactory academic progress requirements if the student has experienced undue hardships as a result of special circumstances. Conditions under which a student may receive a probationary semester may include but are not limited to sickness, death of a member of the student's family, and other unusual circumstances. The satisfactory academic progress appeal form can be found on the College website under the Financial Aid Forms. As part of the appeals packet, students appealing a negative SAP evaluation must include a letter explaining why satisfactory academic progress was not achieved and what has changed that will allow the student to meet SAP requirements going forward. The Financial Aid Committee will meet each term to review the appeals. Submitting a Financial Aid Appeal is NOT an automatic approval. Students will be notified of the decision made by the committee by e-mail/letter.

Probationary Periods

Probation occurs when a student appeals their loss of eligibility and has their eligibility reinstated on a probationary basis with conditions set forth by the Financial Aid SAP Appeals Committee. The probationary status lasts for one payment period during which the student may continue to receive federal financial aid. Conditions will be established by the financial aid appeals committee defining the standards the student must meet by the end of the probationary period. Students on SAP appeal probation plans approved by the Financial Aid Appeals Committee will be monitored each semester to determine if the student is following the plan.

A student on SAP probation who fails to make SAP, or meet the conditions of the plan established by the Financial Aid Appeals committee will lose their federal financial aid (Title IV) eligibility.

- **Return of Title IV Funds**

Students who receive financial aid and later terminate their enrollment, regardless of reason for withdrawal, are subject to the return policy mandated by the U.S. Department of Education. The policy may require students to return funds to the College and to the Department of Education.

Any student receiving Title IV Funds (Federal Direct Loans, Federal Pell Grant, and/or FSEOG) who withdraws from the College, officially or unofficially, during the first 60% of the term may be required to return a calculated percentage of those funds to the Department of Education.

The calculated percentage is based on the percentage of the term the student was actually enrolled.

For example, if a student withdrew at the 50% mark of the term, only 50% of aid was earned. Students, who withdraw, officially or unofficially, must return books to the campus bookstore within 20 days of withdrawal. Any student who registers for a class, but does not attend the class, will not be entitled to federal financial aid for the class. If aid has been disbursed when it is realized the class was not attended, the student is responsible for refunding the money and paying tuition for the class. Those students who completely withdraw and have never attended any classes are responsible for all charges as Federal Title IV funds will not be applicable.

- **Date of Determination that the Student Withdrew**

For the purpose of calculating Return of Title IV Funds (R2T4), a student's withdrawal date depends on the type of withdrawal.

1. Student-Initiated Notification – Official Withdrawal

An official withdrawal occurs when a student withdraws (and/or drops) from:

- all courses in the term or
- all course(s) scheduled to complete for which a grade(s) is yet to be assigned.

The withdrawal date used for the R2T4 calculation of official withdrawals will be the date the student withdraws from classes in their Banner SSB/OneACCS portal.

2. No Student-Initiated Notification – Unofficial Withdrawal

An unofficial withdrawal occurs when a student:

- receives all non-passing grades in courses scheduled to complete
- receives a non-passing grade in the last course(s) scheduled to complete, i.e., the course with the latest end date in the student's enrollment schedule

A student who unofficial withdraws for Title IV purposes and will be considered to have a withdrawal date of the 50% date of the term of withdrawal and the R2T4 will be calculated based on the 50% date of the term.

- **Calculation of Earned Title IV Assistance**

For R2T4, the total number of calendar days in a term is defined by the student's scheduled course enrollment, i.e., start and end dates of courses, excluding scheduled breaks of at least five consecutive days. The days are counted from the start date of the earliest course to the end date of the last course scheduled to complete (i.e., has the latest end date), excluding scheduled breaks. This may be less than the full length of a term, which is 16 weeks in the fall and spring and 11-weeks in the summer.

Scheduled breaks must be at least five consecutive days. It includes periods when SSCC is not scheduled in session, e.g., holidays, and when the student is not scheduled to attend a course within the term.

The percentage of Title IV federal aid assistance earned by the student will be determined on a pro-rata basis up to the 60% point of a student's payment period. Once a student has completed more than 60% of a payment period, 100% of awarded aid has been earned.

Total days scheduled to complete is the denominator in the calculation of percentage of earned aid. The days are counted from the start date of the earliest course to the end date of the last course scheduled to complete (i.e., has the latest end date), excluding scheduled breaks.

The total days to withdrawal date is the

numerator in the calculation of percentage of earned aid. The number of days reported is the total from the start date of first course to the withdrawal date, excluding scheduled breaks of at least five consecutive days.

After calculating the percentage of aid earned, a calculation of the amount of aid earned will be performed. The total aid disbursed and yet to be disbursed for the term is multiplied by the percentage earned rounded to the one-hundredth decimal.

When a student has received unearned funds, SSCC must return a portion of the unearned excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of the unearned funds.

The funds will be returned in the order below as prescribed by federal regulations, within 45 days from the date of determination that a student officially withdrew or 30 days from the end of the payment period for unofficial withdrawals.

- Unsubsidized Federal loans
- Subsidized Federal loans
- Federal PLUS loans
- Federal Pell Grants
- Federal Iraq Afghanistan Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- TEACH Grants

In the event there is remaining unearned aid, the student is responsible for returning the student share of unearned funds to the U.S. Department of Education. The unearned student share of loan funds must be returned (by the student or parent if PLUS loan), they will be repaid in accordance with the terms of the promissory note over a period of the time.

When grant funds should be returned, the law provides that the student may repay 50% of a federal grant rather than 100%. The College will return the federal grant overpayments on behalf of the student.

- **Post Withdrawal Disbursements**

If the total amount of the Title IV grant and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement.

A post-withdrawal disbursement of grant funds is applied towards outstanding term charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees).

Any remainder of grant aid is paid to the student within 14 days of the funds being posted to the student account. The student will be notified within 30 days of the date of determination of withdrawal of the post-withdrawal disbursement. A refund will be sent as soon as possible but no later than 45 days of the date that the College determined that the student withdrew (officially or unofficially).

A post-withdrawal disbursement of loan funds may be paid if the student is eligible to receive the funds. The student (or parent if a PLUS loan) will be notified within 30 days of the date of determination of withdrawal that loan funds are available. The student will be given the opportunity to accept, decline, or reduce the amount of loan. Upon receipt of a timely response from the student (or parent), the College will disburse the loan funds as soon as possible but no later than 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding term charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees). Any remainder will be paid directly to the student (or parent).

Snead State Community College maintains the right to decide whether or not to make a post-withdrawal disbursement if the student (or parent if a PLUS loan) responds after 14 days of the date that the notification was sent. If SSCC decides not to make the post-withdrawal disbursement, it will inform the student in writing within 15 days of the decision.

- **Release of funds to students**

1. **Pell Grant**: The balance award will be distributed to the student before the 14th day of the term. This will be the amount left in the account after tuition, fees, and bookstore purchases have been deducted. Attendance in ALL classes must be verified before funds will be fully disbursed. Students who register for a class that begins

later than the first day of class for the semester cannot receive a refund for that course if the credit hours in the course change the amount of aid a student will receive. Federal regulations require a student to attend the course prior to being paid for the course.

2. **Direct Loans:** Students will receive the balance left in their account after tuition, books, dorm, and bookstore charges have been posted to the account after the 31st day of class in accordance with federal guidelines. Attendance in **ALL** classes must be verified before funds will be fully disbursed. Students must be **currently attending** 6 credit hours to receive funds.

Scholarship for Dependents of Disabled Veterans

The Alabama Department of Veterans Affairs offers the Alabama GI Dependents' Scholarship to eligible dependents (child, stepchild, spouse or unremarried widow(er) of disabled veterans (living or deceased), former prisoners-of-war (POW), or soldiers declared missing-in-action (MIA). Maximum educational benefits include free tuition, required textbooks, and instructional fees for five standard academic years or a prescribed technical course at any state-assisted junior or community college, university, or technical school. Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow(er) does not have a filing deadline or age limitation. To view the full veteran and student eligibility requirements, visit *http://www.va.alabama.gov/gi_dep_scholarship.aspx*. For more detailed information and application procedures, contact your nearest Veterans Affairs Office located in each county courthouse or you may write to Alabama G.I. Dependents' Scholarship Program, P.O. Box 1509, Montgomery, AL 36102-1509.

Veterans Benefits

- **Veteran's Eligibility**

The U.S. Department of Veterans Affairs is the only agency that can determine eligibility and award benefits. A student should contact his/her local Veterans Administration Office in order to determine what benefits he/she is eligible to receive. The veteran can determine the status of his/her award or inquire about any problems with receiving his/her benefits by contacting the VA at 1-888-442-4551 or *www.gibill.va.gov*.

The Alabama National Guard offers educational assistance for active members of the Alabama National Guard (Army Guard and Air Guard) who are residents of the State of Alabama and are enrolled in degree programs at accredited postsecondary institutions of higher learning located within the State of Alabama. Eligibility requirements are (1) be at least 17 years of age; (2) be an Alabama resident; (3) be an active member in good standing with the Alabama National Guard; (4) be a member of a federally recognized unit of the Alabama National Guard; (5) have completed basic training and advanced individual training; (6) be enrolled in a degree program at an accredited college, university, community college, junior college, or technical college within the State of Alabama; (7) be making satisfactory academic progress; (8) must have the Free Application for Federal Student Aid (FAFSA) on file. Eligibility and award is determined by the Alabama National Guard. Applications can be picked up from the VA Certifying Official.

Any student receiving VA educational benefits is expected to maintain satisfactory progress toward his/her degree. The Academic Standards of Progress are outlined in this catalog. It is the responsibility of the student receiving veterans' educational benefits to notify the VA Certifying Official of any change in enrollment status (i.e. pre-registration, adding or dropping a class, withdrawing from college, etc.). Failure to notify the VA Certifying Official each semester may delay certification of enrollment, thereby delaying receipt of benefits. Please note that only those courses required for degree completion will be certified. VA benefits will not be paid for courses outside the degree plan. In addition to notifying the VA Certifying Official at the College, a monthly verification of enrollment may be required. This verification must be completed by the student through WAVE or by calling 1-877-823-2378.

Enrollment for a full term (15 weeks)

12 or more hours	Full-time
9 to 11 hours	Three-quarter time
6 to 8 hours	Half-time
Less than 6 hours	One-quarter time

A veteran may be awarded credit hours for prior military service. A copy of the veteran's DD214, with honorable discharge, must be submitted to the Office of Student Services for credit to be granted.

- **Complaint Policy for Students Receiving VA Education Benefits**

  Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: *http://www.benefits.va.gov/GIBILL/Feedback.asp* The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

- **Tutorial Assistance**

  Students who are receiving VA benefits enrolled in a postsecondary program on a half-time or more basis may receive a special allowance for individual tutoring. To qualify, students must show that they have a deficiency in a particular area, making tutoring necessary, and that the tutor is considered qualified by the College. Students should check with the VA Certifying Official on the procedure to receive tutoring.

- **Application for Educational Benefits**

  Application forms are available online at *https://www.va.gov/education/how-to-apply* for veterans who would like to apply for educational benefits. The veteran must furnish a copy of the DD214 and Certificate of Eligibility received from the National VA office.

- **Veteran's Responsibility**

  Financial benefits for a veteran may be discontinued for a number of reasons during the veteran's eligibility period. Among those reasons are

  1. Failure to attend class regularly, and
  2. Failure to achieve required grade point average.

  Lack of satisfactory academic progress and lack of regular class attendance will be reported to the Veterans Administration. The Veterans Administration will determine mitigating or extenuating circumstances.

- **Requirements of Academic Progress**

  To be eligible for veterans' benefits, students who receive veterans' benefits must meet the standards of progress requirements applicable to all students at the College.

  Any course that a veteran repeats for a second grade will not be replaced with the second grade for computation of the cumulative grade point average for meeting academic progress standards required by the Veterans Administration.

  For veterans to receive educational benefits through enrollment at Snead State Community College, the following requirements and procedures must be followed:

  1. Veterans or veteran dependents may register only for courses within a degree program or a certificate program that has been approved by the Veterans Administration.
  2. Veterans or veteran dependents must submit their VA Enrollment Certification Request form to the Financial Aid Department each semester to have their VA account certified online.
  3. Veterans or veteran dependents who choose to discontinue a class for whatever reason must officially notify the College of the withdrawal. Official notification of withdrawal must be in person or by letter to the Office of Student Services, Snead State Community College, PO Box 734, Boaz, AL 35957. Verbal withdrawal to the instructor or by phone does not constitute official withdrawal. Lack of satisfactory academic progress and lack of

regular class attendance will be reported to the Veterans Administration. The Veterans Administration will determine mitigating or extenuating circumstances.

- **Delayed Disbursement**

  In compliance with PL 115-407 Sec. 103 Snead State Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Academic Standards & Regulations

2020-2022



Snead State Community College holds a high standard of academic success for students. The quality instruction available at SSCC prepares students for their next step - transferring to another college or university or entering the workforce.

Grading System

Grade	Definition	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0
AU	Audit*	0
W	Official Withdrawal**	0

**Course taken for no credit. Credit hours will not be averaged into the grade point average. Must be declared by the end of the registration period and may not be changed thereafter.*

*** From a course or withdrawal from the College. Credit hours will not be averaged into the grade point average.*

Grades

Grade reports are not mailed. Instead, students may access final semester grades online at *www.snead.edu* by following this procedure:

- Under the Current Student menu, select the One-ACCS option.
- Login to the secure site by entering your "A" number and PIN.
- Select the Student tab.
- Select the Student Records menu.
- Click on "View Final Grades."

- **Determination of Grade Point Average**

  The semester/term grade point average (GPA) is determined by dividing the total number of quality points for a specific semester/term by the number of credit hours attempted for the semester/term.

  The cumulative GPA is determined by dividing the total number of quality points for all terms by the total number of credit hours attempted for all terms at Snead State.

Example of Semester GPA

Course	No. Hrs. Attp.	Grade	Hrs. Earned	Calculation	No. Quality Pts.
ENG 101	3	B	3	3 hrs. X 3 Quality Pts. for "B"	9
BIO 103	4	C	4	4 hrs. X 2 Qual. Pts. for "C"	8
PSY 200		W			
SPH 107	3	A	3	3 hrs. X 4 Qual. Pts. for "A"	12
Total	10				29

* 29 (Quality Points)/10 (Hours Attempted)=2.9 GPA

- **Academic Honor Recognitions**

  1. President's List

  A President's List shall be compiled at the end of each term. Requirements for the President's List shall be (1) a semester grade point average of 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

  2. Dean's List

  A Dean's List shall be compiled at the end of each term. Requirements for the Dean's List shall be (1) a semester grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

- **Grade Appeal Process**

  The College has a policy whereby a student may appeal a final grade assigned for a course. Any student wishing to appeal a final grade should contact the Office of Academic Affairs.

Academic Standards of Progress

The following standards of progress shall apply to all students unless otherwise noted.

Required GPA levels for a student according to number of hours attempted at the College:

- Students who have attempted 12-21 semester credit hours at the College must maintain a 1.5 Cumulative Grade Point Average.
- Students who have attempted 22-32 semester credit hours at the College must maintain a 1.75 Cumulative Grade Point Average.
- Students who have attempted 33 or more semester credit hours at the College must maintain a 2.0 Cumulative Grade Point Average.

Exceptions:

- Programs within the College that are subject to external licensure, certification, and/or accreditation or that are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
- The selected transfer student will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
- Special standards of academic progress have been established for the student who wishes to remain eligible to receive Title IV financial aid.

Students eligible for federal financial aid must adhere to the financial aid minimum satisfactory academic progress requirements found on page 38.

Intervention for Student Success

When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, College officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

Standards for a Transfer Student

A transfer student who is admitted on clear academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary colleges are not included in GPA calculation.

- A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at the College. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at the College, the Cumulative GPA at the College is below 1.5, the student is suspended for one semester. The transcript will read SUSPENDED ONE SEMESTER.
- If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours at the College, the Cumulative GPA at Snead is 1.5 or above, the student's status is Clear.

Application of Standards of Progress

- When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is Clear.
- When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed on Academic Probation.
- When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College but the semester GPA is 2.0 or above, the student remains on Academic Probation.
- When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read *Suspended One Semester*.
- When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is Clear.

- The student who is suspended for one semester may appeal. If, after the appeal, the student is readmitted without serving the one semester suspension, the transcript will read *Suspended One Semester/Readmitted Upon Appeal.* The student who is readmitted upon appeal re-enters the College on Academic Probation.
- A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the College but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
- A student returning from a one-term or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one-year suspension.
- The student may appeal a one-term or one-year suspension.
- The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect *Academic Probation, Academic Suspension One Term, Academic Suspension One Year, One Term Suspension/Readmitted on Appeal, or One Year Suspension/Readmitted on Appeal.*

Appeal Process

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Appeal Committee within a designated number of days of receipt of the notice of suspension. During the meeting of the Admissions Appeal Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Appeal Committee, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Definition of Terms

- **Grade Point Average (GPA)**

  The grade point average based on all hours attempted during any one term at the College based on a 4-point scale.

- **Cumulative Grade Point Average (GPA)**

  The grade point average based on all hours attempted at the College based on a 4-point scale.

- **Clear Academic Status**

  The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required for the number of credit hours attempted at the College.

- **Academic Probation**

  1. The status of a student whose Cumulative GPA falls below the level required for the total number of credit hours attempted at the College; or
  2. The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that term remained below the level required for the total number of credit hours attempted at the College but whose GPA for that term was 2.0 or above.

- **One Semester Academic Suspension**

  The status of a student who was on Academic Probation the previous term and who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required for the total number of credit hours attempted at the College and whose GPA for that term was below 2.0.

- **One Year Academic Suspension**

  The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required for the total number of credit hours attempted at the College and whose GPA for that term was below 2.0.

- **Appeal of Suspension**

  The process by which the College shall allow a student suspended for one term or one year (whether a "native" student or transfer student) to request readmission without having to serve the suspension.

Principles for Transfer of Credit

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

- A course completed at other regionally or Council on Occupational Education accredited postsecondary colleges with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
- A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students. Regardless of the GPA, English Composition courses require at least a grade of "C" for transfer credit to be awarded.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.
- College transcripts are evaluated for transfer credit upon completion of all admission credentials. The college transcript of a student who has earned a baccalaureate or higher degree and does not wish to receive a degree from Snead State Community College is not evaluated for transfer credit. A student who possesses a baccalaureate or higher degree will be required to submit only the transcript from the College granting the highest degree unless a degree is desired from Snead State Community College. Submission of official college transcripts from all Colleges attended will then be required for a formal evaluation of transfer credits to be conducted.
- Transfer credit is generally awarded only for coursework at least equivalent to coursework Snead State is authorized to offer. Transfer credit is not awarded for courses or programs Snead State is not authorized to offer.
- Nursing courses with a NUR prefix may only be granted with approval from the Director of Health Sciences in accordance with department compliance. Credit may not be given if over 12 months have elapsed since the student was enrolled in the nursing course.

Nontraditional College Credit

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Snead State Community College recognizes that learning occurs in a variety of ways. As such, college credit may be awarded through non-traditional means, including examinations, military service/training, and articulation agreements. Please note the following:

- Credit awarded through non-traditional means shall not be included in the 25 percent of total credit hours that must be completed at the college granting the degree/certificate.
- Students planning to transfer to another institution should be aware that not all non-traditional college credit awarded by Snead State Community College may transfer. Students are cautioned to check the non-traditional college credit policy of the destination institution.
- Non-traditional credit awarded by any other accredited postsecondary college must be evaluated by Snead State Community College to determine if the credit is transferable to Snead State.
- A student may not apply for non-traditional college credit for a course that already appears on the student's Snead State transcript, including courses transferred, passed, failed, withdrawn, or incomplete.
- Credit may not be awarded twice for the same learning.
- Financial aid cannot be used to pay for non-traditional college credit.

Credit Awarded By Examination

College credit may be awarded through nationally recognized examinations or through Challenge Examinations developed by the college itself. To receive credit for nationally recognized examinations, an applicant must have official scores sent to the Office of Student Services. If an applicant has the official documentation on file and the required minimum test scores, official credit may be granted. Official documentation for all types of non-traditional credit awarded must be on file in the Student Services Office. Credit awarded for examinations will be recorded on the student's transcript without grades or quality points and will not, therefore, be included in calculation of the student's grade point average.

- **Advanced Placement (AP):** AP credit may be awarded by Snead State Community College to a student who has earned a minimum designated score on the College Board AP Examination.
- **College Level Examination Program (CLEP):** Snead State Community College honors credit earned for some CLEP examinations provided an appropriate minimum score is earned and appropriate documentation is provided.
- **DANTES Subject Standardized Tests (DSST):** Snead State Community College honors credit earned through some DSST examinations provided an appropriate minimum score is earned and appropriate document is provided.
- **Challenge Examinations:** The College may award credit to a student who earns a minimum designated score on a course Challenge Examination. Challenge Examinations are developed and graded by qualified faculty, and are only available for select courses. The format and delivery mode of Challenge Examinations will vary from course to course. Challenge Examinations cannot be taken more than once for the same course. The Office of Student Services will provide a list of available Challenge Examinations, necessary form(s), and the procedure to be followed. A $100 fee is charged for each Challenge Examination.
- **Other Nationally Recognized Examinations:** Snead State Community College may award credit for other nationally recognized examinations, such as International Baccalaureate or Excelsior College Examination, on a case-by-case basis. To apply for credit, an applicant must have official scores sent to Snead State's Office of Student Services. The Office of Student Services and a faculty member in the appropriate department will evaluate the request.

Credit Awarded for Transcripted Military Training

Snead State Community College may award credit for academic and technical courses based on equivalent transcripted military training as shown on an ACE Joint Service Transcript (JST) or an official transcript from the Community College of the Air Force. To receive credit for military service/training, an applicant must have an official copy of their military transcript sent to Snead State's Office of Student Services. Military transcripts will be evaluated by the Office of Student Services in cooperation with the appropriate faculty members. Credit awarded for transcripted military training will be recorded on the student's transcript without grades or quality points and will not, therefore, be included in calculation of the student's grade point average.

- **Credit for Specialized Military Service (SMT):** Specialized Military Training (SMT) credit may be given for military courses completed at the college level. THE GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES (American Council on Education) is used in determining the amount of credit to be awarded.
- **Specialized Military Training - Reserve/National Guard:** Credit may be awarded for specialized military training (SMT) in the Reserve/National Guard. Official documentation of training is required. Snead State is an institutional member of Service Members Opportunity Colleges (SOC) and admits students under the Concurrent Admissions Program (CONAP).

Credit Awarded Through Articulation Agreements

Articulation agreements allow students to receive college credit for certain career and technical education courses based upon coursework completed at select institutions or through select industry-standard certifications/licenses. Credit awarded for articulation agreements will be recorded on the student's transcript without grades or quality points and will not, therefore,

be included in calculation of the student's grade point average.

- **Statewide Articulation Agreement:** Students successfully completing courses in the approved Statewide Career and Technical Education Articulation Agreement will receive articulated credit if Snead State Community College offers the corresponding program of study. Performance or knowledge testing of secondary program graduates is not required as part of the articulation process.
- **Local Articulation Agreements:** Snead State Community College has agreements with school districts whereby the students of their Technical Career Centers may receive credit for the technical courses completed at these locations. Each articulation agreement will specify the academic and administrative requirements that must be met for credit to be awarded.
- **Industry Certifications/Licenses:** Snead State Community College accepts some industry-standard certifications and licenses for college credit. Faculty members have reviewed the certifications/licenses and recommended college credits for those applicable to courses offered by the College. To receive credit for industry-standard certifications/licenses, an applicant must provide official documentation, such as a copy of the certification/license and related materials, to Snead State's Office of Student Services for evaluation. Certifications/licenses that are out-of-date or expired may not be considered for credit.

Course Forgiveness Policy

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Course forgiveness is implemented when a student repeats a course and the last grade awarded (excluding a grade of W) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, all grades for the course (excluding the first grade) will be used in computing the cumulative grade point average. Official transcripts will list each course in which a student was enrolled.

A student may repeat a course more than once, but that course may be counted only once toward fulfillment of credit hours for graduation.

NOTE: Students should check financial aid regulations regarding repetition of courses.

- The Course Forgiveness Policy is automatically applied to student records at the end of each semester.
- Implementation of the Course Forgiveness Policy at the College does not guarantee that other colleges will recognize such action. This determination is made by the respective transfer college.

Academic Bankruptcy Policy

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Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the Director of Admissions.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.

8. When a student receives a declaration of academic bankruptcy, a permanent notation of *"Academic Bankruptcy"* will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at the college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

Commencement

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Minimum Requirements

A student shall be awarded the Associate in Science or Associate in Applied Science degrees upon satisfactory completion of the requirements of the specific program as specified by Snead State Community College and the Alabama Community College System Board of Trustees.

A student must:

- Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. A course may be counted only once for purposes of meeting graduation requirements.
- Complete at least 25 percent of semester credit hours at Snead State Community College.
- Meet all requirements for graduation listed in the student's course catalog plan. Students who petition to receive an award after last attending Snead State for more than 1 academic year must meet all requirements in effect at the time of graduation.
- Submit a formal application for graduation.
- Fulfill all financial obligations to the College.
- Clear all requirements in the Student Services Office.

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Snead State Community College in accordance with policies of the ACCS Board of Trustees.

A student must:

- Satisfactorily complete an approved program of study.
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. A course may be counted only once for the purposes of meeting graduation requirements.
- Complete at least 25 percent of semester credit hours at Snead State Community College.
- Meet all requirements for graduation listed in the student's course catalog plan. Students who petition to receive an award after last attending Snead State for more than one academic year must meet all requirements in effect at the time of graduation.
- Submit a formal application for graduation.
- Fulfill all financial obligations to the College.
- Clear all requirements in the Student Services Office.

Second Associate Degree Requirements

In order to graduate with a second associate degree at Snead State Community College, 16 additional hours must be earned at Snead State in a specific program of study after the first degree is awarded. In addition, the student at Snead must have a cumulative grade point average of 2.0; be in good standing at the time requirements for the degree are completed; meet all requirements for graduation within a calendar year from the last semester of attendance; submit an application for graduation; and have no outstanding obligations in any of the administrative offices.

General catalogs are updated biannually and necessary changes in degree requirements are indicated.

Re-Entry Requirements

Students who have not been enrolled at Snead State for a period of twelve (12) months or more will be required to meet graduation requirements in effect at the time of their re-enrollment.

Students who fail to meet graduation requirements within four (4) years from the date of their first admission must meet the requirements in effect at the time of their graduation rather than those which were effective at the time of their entrance.

Basic Competency Requirements

Snead State Community College has established student learning goals and student learning outcomes for the general education curriculum that are in line with the mission of the College, which includes a dedication to "excellence in meeting the educational needs of those we serve through the completion of degree and certificate programs, workforce development, and community engagement." Consistent with its role as an educational leader, the College also emphasizes that these learning goals are promoted and enhanced in many formal and informal campus activities and environments outside the classroom.

- **Global Understanding and Citizenship** – Students at Snead State Community College will demonstrate an increased awareness and understanding of how events around the country and world affect them and their rights and responsibilities as citizens.
- **Analytical Reasoning and Critical Thinking** – Students at Snead State Community College will solve a variety of problems in different contexts and demonstrate competency in applying course material and background knowledge to attack problem situations.
- **Communication** (Read, Write, Speak, Listen) – Students at Snead State Community College will demonstrate effective communication skills in a variety of forms.

Graduation with Honors

- **Graduation Honors for Degrees**

  Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

  1. Graduation with Highest Honors (or Summa Cum Laude) - 3.90 to 4.00 GPA
  2. Graduation with High Honors (or Magna Cum Laude)- 3.70 to 3.89 GPA
  3. Graduation with Honors (or Cum Laude)- 3.50 to 3.69 GPA

- **Graduation Honors for Other Formal Awards (Certificate)**

  1. Graduation with Distinction - 3.50 to 4.00 GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, a student in a degree program must have completed a minimum of 32 semester credit hours at Snead State Community College. A student in a certificate program must have completed a minimum of one-half the semester credit hours required in the certificate program at Snead State Community College.

Archived College Catalogs

Snead State Community College recognizes that the College Catalog is an important document that may need to be accessed by former students, admission officials at other institutions, employers or other constituents. The Office of Student Services keeps a historical copy of all College Catalogs that may be accessed by the general public. Digital copies of archived catalogs from 2012 until the present may be accessed via the college website. Requests to access prior college catalogs may be made in writing to the Director of Admissions or by emailing *admissions@snead.edu*.

Student Policies, Records & Regulations

2020-2022



Snead State Community College has an experienced faculty and staff who are available to assist students with questions and requests. Part of the emphasis on student success is making sure students are aware of College policies and regulations as they affect the educational process.

Student Policies

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Transcript Policy

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (also known as the Buckley Amendment), the Office of Student Services will release a transcript of a student's academic record only upon written request of the student. The request for the transcript release must bear the signature of the student along with the identifying information. Official transcripts are not issued to the student but to the college, official, or agency listed on the request. Unofficial Snead State Community College transcripts, which are stamped "Student Copy," may be released to a student upon written request. A student may view and print an unofficial transcript by accessing the College website at *www.snead.edu*. Login to OneACCS by entering your "A" number and PIN. Select the Student tab. Select the Student Records tab. Click on View Academic Transcript. Your "A" number is assigned to you by the College once your admittance application has been processed. Your PIN is your birthday in this format: "MMDDYY."

- Facsimile (FAX) Transmission of Records

The Office of Student Services will accept transcript requests by fax. Students wishing to send transcript requests by fax must furnish the following information:

1. full name and any previous names under which enrolled
2. social security number
3. date of birth
4. approximate dates of attendance
5. school or organization where transcript is to be forwarded
6. daytime phone number
7. signature

The fax number is 256.593.7180.

The Office of Student Services will honor requests to fax transcripts to other colleges provided a written request by the student is on file (a parent may not request the information). Telephone requests are not honored. A student should be aware that the receiving college has the right to decline faxed transcripts. Please be sure to provide the correct fax number when completing the request.

Snead State Community College will accept a faxed transcript only as an unofficial working document pending the receipt of an official transcript with the seal imprint and registrar's signature from the forwarding college. All faxed transcripts must come from the home institution and state on the cover page that "an official transcript is being mailed."

- Transcript requests will not be honored for any student who has outstanding academic or financial obligations in any of the area of the College.
- Any student who withdraws from the College must have completed all admission credentials and have cleared all financial or other obligations in all of the administrative offices before being entitled to an academic transcript.
- Transcripts requests will be processed within 48 hours of the request (except during weekends and holidays). It is the student's responsibility to request the transcript in advance. We cannot provide students with transcripts at the time the request is made to the Office of Student Services.
- Snead State Community College has retained Credentials Inc. to process academic transcripts for SSCC students. If a student is uncomfortable placing an order over the internet, the student may contact Credentials Inc. at 847-716-3005 to place a transcript request. There is an additional operator surcharge for placing orders over the telephone.
- Academic transcripts are $5 per copy.

Class Attendance Policy

Class attendance is considered an integral part of the educational process at Snead State Community College. The College maintains the philosophy that a student's academic success has a direct correlation to class attendance. A student is expected to attend, as well as, be on time for all class meetings.

Class attendance policies are determined by each instructional division of the College. Individual faculty members will abide by the attendance policy of their division and will make decisions regarding absences. Faculty members will insure that the divisional attendance policy is included in the course syllabus for each of their classes.

If there are questions about the policy, a student should first talk with their individual instructor. The Division Director will make the final decision about any questions or concerns regarding the attendance policy for classes that fall within their division.

Drop for No-Show Policy

Snead State Community College has a no-show and attendance verification procedure which aids in compliance with federal financial aid regulations. The no-show and attendance verification procedure allows the College to verify that students have become active in class(es) before financial aid awards are disbursed.

All Snead State students must complete an attendance verification assignment for each course within the first five days of each term in order to be considered active in the course. If attendance is not verified in a course, the student is considered to be a no-show and will be dropped from the course due to never becoming active in the course.

Students may be reinstated after the drop for no-show at the discretion of the course instructor and division director. Students should submit a written request for reinstatement to the course instructor or division director for consideration.

Academic Integrity Policy

Students of Snead State Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. SSCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student and to Snead State. All members of the Snead State Community College community, students, faculty, and staff, share the responsibility and authority to challenge and make known acts of academic dishonesty. Further, students, faculty and staff should ensure that policies regarding academic integrity are clearly outlined in course materials, including course syllabi.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with other students on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking or during examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.
- Students taking courses that have an off-campus component (internships, observations, clinical placements, etc.) must follow all guidelines and expectations of the hosting site in addition to any course requirements related to the placement.

Forms of Academic Dishonesty

Note: Snead State Community College recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations should be viewed as errors in form and mechanics rather than true plagiarism.

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Cheating**: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:
  1. Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
  2. Using a calculator, computer or other materials when not authorized by the instructor.
  3. Collaborating with another student or students during an academic exercise without the consent of the instructor.
- **Fabrication**: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Multiple Submissions**: submission of academic work for which academic credit has already been earned (i.e. submitting the same essay in two different classes) and when such submission is made without authorization from the instructor.
- **Plagiarism**: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. The following are considered to be forms of plagiarism:
  1. Word-for-word copying of another person's ideas or words.
  2. Interspersing one's own words within a document while, in essence, copying another's work.
  3. Rewriting another's work, yet still using the original author's fundamental idea or theory without giving credit to the original author using a proper citation.
  4. Inventing or counterfeiting sources.
  5. Submission of another's work as one's own.

6. Neglecting quotation marks on material that is otherwise acknowledged.

- **Misuse of Academic Materials**: the misuse of academic materials includes, but is not limited to, the following:

  1. Stealing or destroying college or library reference materials, or computer equipment and/or programs.
  2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
  3. Receiving assistance in locating or using sources of information in an assignment, when such assistance has been forbidden by the instructor.
  4. Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
  5. Unauthorized alteration, forgery, or falsification of academic records.
  6. Unauthorized sale or purchase of examinations, papers, projects or assignments.

- **Complicity in Academic Dishonesty Or Facilitating Academic Dishonesty:** intentionally or knowingly helping or attempting to help another to violate any provision of this policy or otherwise contributing to another's acts of academic dishonesty.
- **Misconduct at off-campus placements:** Any issues related to an off-campus placement (e.g., clinical placements, observations, or internships) may be considered violations of the academic integrity policy. These include disruptive behavior, tardiness, or failure to abide by any expectations of the hosting site.

Academic Dishonesty Documentation

- The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, by writing down the time, date, place, and a description of the act.
- The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. The evidence may include various samples of the student's work showing a radical disparity in style or ability. The evidence may also include data from the learning management system (Blackboard) or other technology platforms used by the college (e.g., SafeAssign).
- The faculty member provides the student an opportunity to explain the incident.
- The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of this Academic Integrity Policy.
- The faculty member may resolve the matter by determining an appropriate course of action, which may include a written warning, a grade of "F" on an assignment, project, or examination, or no further action.
- Faculty must report all violations of academic integrity and the course of action taken to the Vice President for Academic Affairs.
- If the accused student contests the faculty member's decision, a meeting with the division director may be requested to informally resolve this matter.
- If this matter cannot be resolved with the division director; or if the student contests the decision made in consultation with the division director; or if the faculty member wishes to initiate further action beyond a failing grade on the assignment(s) in question (e.g. assign a lower grade or a grade of "F" for the course or recommend academic program dismissal based solely on academic dishonesty), the student is entitled to an Academic Disciplinary Committee hearing.

Penalties for Academic Dishonesty

If a student is found responsible for violating academic integrity policies, any one or a combination of the following penalties may be imposed by the faculty member, or by the faculty member and his/her supervisor:

- Verbal or written warning.
- The student would repeat an assignment, project, or examination under specified conditions.
- A grade of "F" for the assignment, project, or examination.
- A lower grade or a grade of "F" for the course, if the academic misconduct is particularly serious (not limited to a single assignment, misconduct at

a clinical placement, etc.). In the event a numerical grade is required, the instructor should also assign an appropriate numerical grade for the assigned letter grade.

Any violations of the Academic Integrity Policy that are found to be serious enough to warrant a lower or failing course grade may also be considered disciplinary violations. Students found to be guilty of such violations may be subject to additional penalties by the Vice President for Academic Affairs. Any penalties assigned by the Vice President for Academic Affairs will be recorded in the student's discipline records, which are maintained by the Vice President for Student Services. The Vice President for Academic Affairs may also issue the following disciplinary sanctions:

- Disciplinary written warning to the student.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Snead State Community College for a definite period of time.
- Expulsion from Snead State Community College.
- Other disciplinary action as deemed appropriate may include, but is not limited to: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities

Student Due Process: Appeals Procedure

An Academic Disciplinary Committee hearing may be requested by a student who contests the decision made by the faculty member (in consultation with the division director) OR by the faculty member who wishes to initiate further action or cannot resolve the matter as specified above.

- A student request for an Academic Disciplinary Committee hearing: the student requesting the hearing must submit a Request for Disciplinary Committee Hearing to the office of the Vice President for Academic Affairs within ten (10) days of the notification of academic dishonesty decision by faculty or division director.
- A faculty request for an Academic Disciplinary Committee hearing: The faculty member must report the incident and provide evidence to the Vice President for Academic Affairs within ten (10) working days of the alleged act of academic dishonesty or within ten (10) days of meeting with a division director.

Within ten (10) working days of receiving a request for an Academic Disciplinary Committee hearing, the Vice President for Academic Affairs will notify all parties in writing of the date, time and location of the Academic Disciplinary Committee hearing.

The Academic Disciplinary Committee shall be appointed by the Vice President for Academic Affairs ad hoc as cases arise rather than be a standing committee. The committee will be comprised of:

- Three appointed faculty members
- Two appointed student services representatives
- Vice President of the Student Government Association
- In addition to the above the Academic Disciplinary Committee members, the faculty member who made the allegation shall also be invited to attend.

At the Academic Disciplinary Committee hearing, both the faculty member and the student will have the opportunity to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise and support the student but may not present the case. If the student misses the hearing, the Academic Disciplinary Committee may proceed with the process to completion.

Following the Academic Disciplinary Committee hearing, members shall make a recommendation for action to the Vice President for Academic Affairs. This recommendation shall be in writing within five (5) working days of the Disciplinary Committee hearing. The Vice President for Academic Affairs will determine if the action recommended by the Academic Disciplinary Committee is appropriate, and will issue a final decision.

The Vice President for Academic Affairs may issue the following disciplinary sanctions:

- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.

- Suspension from Snead State Community College for a definite period of time.
- Expulsion from Snead State Community College.
- Other disciplinary action as deemed appropriate may include: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.

Within ten (10) working days of the hearing, the Vice President for Academic Affairs will issue written notification of the decision to the student, faculty member, and division director. A copy of the decision will be sent to the Vice President for Student Services.

For questions or comments regarding the contents or procedures of this policy, please contact the office of the Vice President for Academic Affairs at Snead State Community College.

Student Records

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Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g, is a federal law that protects the confidentiality of student educational records. Snead State Community College officials recognize their obligation to exercise discretion in recording and disseminating information about a student. To implement this law and to meet the obligation to the student, a written institutional policy governing student records has been formulated. Annual notification will be made to Snead State students of their rights relative to educational records via the College Catalog. For purposes of this policy, a student is defined as an individual who has been admitted and is enrolled or has been enrolled at the College. A student has the right of access to his/her educational records and may inspect and review the information contained therein. Exceptions to a student's rights of access are stated in the college policy. Educational records refer to all records maintained directly pertaining to an individual as a student. At the postsecondary level, parents have no inherent right to inspect a student's education record. The right to inspect is limited solely to the student.

Distance Education Privacy

256.840.4124 | DL@SNEAD.EDU

Procedures for protecting distance education student privacy:

1. **FERPA**: Snead State Community College protects the privacy of all students, including those enrolled in distance education courses, through the strict adherence of the *Family Educational Rights and Privacy Act of 1974* (FERPA). The official FERPA statement is available for student and public view through the Snead State website and College Catalog. Snead State employees complete required FERPA training annually.
2. **Student Number (A#)**: Snead State issues each student a nine-digit student identification number. This number becomes the unique identifier for all students throughout their academic history at the College. The A# differs from the student's social security number.
3. **Secure Login and Password:** The A# is required to access Blackboard, Snead State's learning management system. Each Blackboard user enters his/her nine-digit A# as the user ID and personal password to access the system. All parties accept responsibility for the security of their personal passwords and must not share them with anyone. All parties are strongly encouraged to change their passwords at least every 90 days.
4. **Blackboard Privacy Features:**
   - Faculty are restricted to accessing information associated with the specific courses within Blackboard they are teaching, or assisting in teaching.
   - The Associate Dean for Online Learning and designated Blackboard administrators may access user information within Blackboard to assist users.
   - Students are restricted to courses for which they are enrolled. If a student drops or withdraws from a course, access to the course in Blackboard is automatically disabled.
   - Course and user profile information within Blackboard is not visible to anyone without a Blackboard account. Guest access to courses is not allowed.
   - Blackboard's *Privacy Options* feature allows users to control the release of personal information, and allows students to block

communication from other students on a course-by-course basis.

- Students enrolled in distance education courses are expected to communicate with instructors via the messaging system contained within the Blackboard learning management system. This is to ensure privacy associated with the unique login and password attached with the student.

Student Access to Records

- **The student has the following rights:**
  1. To inspect and review contents of educational records within 45 days of the day the College receives a request for access;
  2. To be given responses by the Director of Admissions to reasonable requests for explanation and interpretation of these records;
  3. To request amendment of any part of these records considered by the student to be inaccurate or misleading;
  4. To be afforded hearings, should the requests to amend the records be declined;
  5. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
  6. To file a complaint with the U.S. Department of Education concerning alleged failures by Snead State Community College to comply with the requirements of FERPA.
- **The student does not have access to the following records:**
  1. Financial information submitted by parents;
  2. Confidential letters and recommendations placed in the educational record prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which they were specifically collected;
  3. Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the student has waived his/her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors;
  4. Education records containing information about more than one student; however, in such cases, access will be permitted to that part of the record which pertains only to the inquiring student;
  5. Instructional, supervisory, administrative, and certain educational personnel records that are in the sole possession of the maker;
  6. Campus law enforcement unit records;
  7. Employment records, except when such employment requires that the person be a student;
  8. Institutional records that contain only information relating to a person after that person is no longer a student at the College; and
  9. Physical or mental health records created or maintained by a physician, psychiatrist, psychologist, or other recognized professionals.
- **Procedures for Access**

  The Director of Admissions may require that a college official be present when a student inspects and reviews his/her educational records. A student should submit to the Director of Admissions a "Request to View Records Form" that identifies the record(s) he/she wishes to inspect. If it is an inappropriate time to retrieve the record(s) on short notice, the Director of Admissions will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director of Admissions, the student will be advised of the correct official to whom the request should be addressed. Any questions concerning a student's access to records should be directed to the Director of Admissions.
- **Amendment of Education Records**

  A student may ask for amendment of a record that he/she believes is inaccurate or misleading. The student should make the request in writing to the Vice President for Student Services, clearly

identify the part of the record requesting to be changed, and specify why it is inaccurate or misleading. If the decision is not to amend the record as requested by the student, the Vice President for Student Services will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **Release of Directory Information**

The College may release directory information to others without the necessity of obtaining permission from the student. Directory information to be released includes:

1. Student's name, address (local and permanent), and telephone number;
2. E-mail address;
3. Date and place of birth;
4. Major field of study;
5. Participation in officially recognized activities and sports;
6. Weight and height statistics for athletic team members;
7. Dates of attendance;
8. Grade level;
9. Enrollment status;
10. Degrees and awards received;
11. Previous educational college most recently attended;
12. Photographs; and
13. Honors.

If a student does not wish directory information to be released, he/she may so indicate by notifying the Director of Admissions in writing at the time of registration, and the College will withhold the information during that particular semester. The request for nondisclosure of directory information should be renewed each semester. Directory information will not be disclosed to private or profit-making entities other than employers, prospective employers, or representatives of the news media. Directory information will be released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without prior written consent of the student. When directory information is disclosed to a college, agency, or organization, such information may be used by its officers, employees, and agents but only for the purposes for which the disclosure was made. The College does participate in enrollment reporting services to the National Student Clearinghouse in compliance with FERPA standards. In addition, the College contracts with the Kentucky Higher Education Assistance Authority (KHEAA) for cohort default prevention services.

- **Release of Educational Records**

The student may request release of copies of those educational records that are subject to release. The student must submit a written request in the Office of Student Services and specify the following information:

1. Record to be released;
2. Purpose of disclosure; and
3. Party and address to whom information is to be released.

All requests must have the student's signature and the date. Copies of transcripts from other colleges or universities are not released to the student or other parties. A student may request to view his/her educational records under the supervision of the Director of Admissions. Student educational records may be released to the following without prior written consent from the student:

1. School officials within the College who have been determined by the College to have a legitimate educational interest; school officials include advisors and instructors who are involved in advising students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, College law enforcement officials, College attorneys, auditors, student workers, and a student serving on an official College committee. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to a) perform appropriate tasks that are specified in his/her position description

or by a contract agreement; b) perform a task related to a student's education; c) perform a task related to the discipline of a student; or d) provide a service or benefit relating to the student or student's family such as health care, counseling, job placement, or financial aid.

2. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, or state educational authorities;
3. Veterans Administration officials;
4. Organizations providing financial aid to students, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid;
5. Organizations conducting studies for, or on behalf of, the College to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personally identifiable information on students, and information secured must be destroyed when no longer needed for their projects.
6. Accrediting organizations carrying out their accrediting functions;
7. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the College makes a reasonable attempt to notify the student in advance of compliance;
8. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons; and
9. Alleged victims of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

The Office of Student Services will maintain records of all requests and disclosures of personally identifiable information from the educational records of a student except for information requested in writing by the student and directory information. The student may inspect the record of requests, disclosures, and the legitimate interests of the parties requesting or obtaining information. Any student who believes that his/her rights under the Privacy Act have been violated by the College may notify and request assistance from the Vice President for Student Services and may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

Registration and Course Schedules

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

Registration

A student must register during the designated registration periods. The registration dates for each semester are specified in the college calendar in this *Catalog* and the College website. Classes listed in the class schedules will be taught provided a sufficient number of students register for the classes. Registration procedures are as follows:

- Consult with faculty advisor prior to or during early or regular registration the first semester to select classes and to be cleared for online registration. Students will register using OneACCS. Students will need to use their "A" number and their passwords to log onto OneACCS. "A" numbers are assigned by the College once admission paperwork has been processed. A student's password is the birth date in this format MMDDYY. Additional instructions for registering with OneACCS may be found at Snead's website at *www.snead.edu*.
- Readmission students and students who change majors must consult with a faculty advisor prior to registration.
- Clear all financial obligations (library fines/ overdue books, athletic uniforms/books, etc.) from previous enrollment.
- Register for classes by accessing the College website at *www.snead.edu*. Detailed instructions for registering online are listed in the class schedule on the website.
- Pay tuition and fees. A student may pay online by Visa or MasterCard or by utilizing financial aid.
- Retain a student copy of the registration form for future reference.

NOTE: No student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester.

A student who requests an evaluation of an academic record for transfer credit must do so at least two weeks prior to any registration period.

Student Course Load

The student course load for a full-time student is 12 to 19 credit hours per semester. A student who wishes to enroll for more than 19 hours must secure the approval of the Vice President for Academic Affairs. The average course load is 15-16 credit hours for students to be on track to completing their Associate degree requirements within two years. Any student who has a grade point average of less than 3.0 is discouraged from seeking approval to register for an overload. No student will be approved for more than 24 credit hours in any one term for any reason.

Student Classification

- Freshman - 0-29 Semester Hours
- Sophomore - 30 or Above Semester Hours

Schedule Changes

Students are expected to be aware of their class schedules each semester. All changes in class schedules must be made prior to the deadlines published in the College calendar.

Course drops may be made up to the last day to add/drop a course. This period typically ends a few days into the semester. Students who drop a course prior to the beginning of the term may do so without penalty.

- **Withdrawal from a Class or College**

Course withdrawals occur after the add/drop period has ended and prior to the last day to withdraw from a course as designated in the College calendar. Students are responsible for knowing these deadlines. Students who withdraw from a class after the last day to register will receive a grade of "W." A student who withdraws from a class will not be reinstated in the class during the semester/term in which the withdrawal occurred.

Complete withdrawals occur when a student withdraws from all of his/her courses during a given semester. Students will receive a grade of "W" in each class and will not be reinstated into his/her classes during the semester/term in which the withdrawal occurred.

Students wishing to drop a course, withdraw from a course, or completely withdraw from a semester must take the appropriate steps prior to the deadlines published in the College calendar. Students who fail to attend class and do not appropriately drop or withdraw will remain enrolled in the class and take the earned grade (usually an 'F').

Students may drop or withdraw from classes by either completing a form in the Office of Student Services (Technology Center) or by completing the process online via the student's OneACCS secure account.

A student receiving financial aid and/or veterans' benefits must notify personnel in the Financial Aid office prior to withdrawing from a course in order to determine any impact that the withdrawal may have on such benefits. In addition, a student living in the residence hall should notify the Residence Hall Manager of his/her intention to withdraw from the College. Likewise, students participating in official College athletics should notify the appropriate coach and/or the Athletic Director. Students enrolled in the Nursing Program must receive the approval of the Director of Health Sciences prior to withdrawal. Notifying these staff does not withdraw the student. The withdrawal will not take place until the student completes the process.

- **Changing to Audit**

A student registered for a class on an audit basis must declare AUDIT prior to the end of the registration period each semester/term. Once a student registers to audit a course, he/she may not change an audit course to a credit basis after the last day to register or add a class.

Examinations

- **Final Examinations**

Final examinations are administered in each course at the close of each semester/term. Final exams must be given during the specified time period published each semester. Attendance for examinations is required. Final examinations may be rescheduled with the approval of the instructor and Vice President for Academic Affairs. Rescheduled examinations must be taken at the time designated.

- **Make-Up Examinations**

Make-up examinations may be given when the instructor is convinced that extenuating circumstances prevented the student from taking the examination.

A student should notify the instructor, when at all possible, prior to missing an examination. The student must furnish acceptable proof for justification of the absence.

Make-up examinations may not be given by instructors when it is known that a flagrant violation of the attendance policy was made. It is the student's responsibility to report to the instructor any condition that causes an absence. If the instructor accepts the report as just cause for an absence, a time and place may be established for the make-up work.

If the student's reason for an absence seems to be irresponsible or negligent to the instructor, make-up work should not be given. In such cases, the instructor shall advise the Vice President for Academic Affairs of the circumstances. The student has the right to appeal to the Vice President for Academic Affairs.

University Transfer Programs

2020-2022



Snead State Community College has developed a quality academic transfer program. Students who begin their college career at Snead State before transferring to another university statistically perform better academically at their respective university than students who enter the schools as freshmen.

Academic Division

The Academic Divisions of Snead State Community College offer students the opportunity to earn an Associate in Science degree. The Associate of Science degree is designed for students who plan to transfer to a senior-level institution. However, students who have not chosen a transfer school and program may still earn the Associate in Science (AS) degree by following the guidelines for the AS degree, detailed below. Students who plan to transfer Snead State coursework to another college or university should contact potential transfer institutions as soon as possible prior to transfer in order to verify which courses will transfer. Students planning to transfer to a public four-year college or university in Alabama should also get a STARS guide by visiting *http://stars.troy.edu*. The STARS Guide ensures maximum transferability of credits and that any transferred credits are applicable towards a four-year degree. The General Studies guidelines represent the minimum requirements for graduation. All students should consult an academic advisor for assistance in choosing courses appropriate for their plans and interests.

Associate in Science Degree Requirements

Area I: Written Composition ..... 6 Credit Hours

- Must complete ENG 101 and ENG 102.

Area II: Humanities/Fine Arts ..... 12 Credit Hours

- Must complete at least 3 semester hours in Literature* and at least 3 semester hours in the Arts.
- The remaining semester hours are to be selected from Humanities and/or Fine Arts.

Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Language, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.

Area III: Natural Science/Mathematics. 11 Credit Hours

- Must complete at least 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math Level or higher.
- Must complete 8 semester hours in the Natural Sciences which must include Laboratory Experiences.

In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

Area IV: History/Social/Behavioral Sciences ..... 12 Credit Hours

- Must complete at least 3 semester hours in History* and at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences.

Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology.

Area V: Pre-Professional/Pre-Major/Electives ..... 19-23 Credit Hours

- Area V courses are courses appropriate to the degree requirements and major of the individual student and electives.

Students completing courses that have been approved for transfer by the AGSC and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.

Area I-V: General Studies Curricula..... .....**60-64 Credit Hours

Maximum Program Semester Credit Hours ....64 Credit Hours

Semester Credit Hour Range by Award ....60-64 Credit Hours**

**** Note: Must complete a 6 semester hour sequence either in Literature or in History. The sequences in Area II and IV in Literature or History need to follow the sequence requirements according to the students major and transfer plans.***

***** Respective programs of study for baccalaureate degrees at Alabama public and private universities range from 120 to 128 semester credit hours in length. Colleges are only authorized to provide 50 percent of that total (60-64, depending on the total hours allocated for the Bachelor degree).***

Area I-IV: Minimum General Education Requirements... .....41 Credit Hours

Note: Not all courses in some subjects may be counted towards Areas II, III, and IV. For example, certain Biology and Mathematics courses do not count towards the Area III total. Students should consult an academic advisor regarding their coursework.

STARS Guide

The Statewide Articulation Reporting System (STARS), created through the Alabama Legislature through Act 94202, is a computerized articulation and transfer planning system designed to inform students who attend Alabama community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-supported four-year College. It is through this system that a student can obtain an Alabama Articulation and General Studies Committee (AGSC) approved Articulation/Transfer Guide and Agreement. This Articulation/Transfer Guide and Agreement guarantees the transferability of the course work listed within the guide among Colleges of higher education in the State of Alabama.

Students who know the specific Alabama College to which they plan to transfer may obtain major guides and/or agreements through the Office of Student Services in the Technology Center or online through the AGSC/STARS Home Page at *http://stars.troy.edu*. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one College to another. Students must present their STARS guide and/or agreement, which will become a part of their official academic record, when they meet with their academic advisor.

Transfer templates for a large number of four-year degree programs have been approved by the Alabama General Studies Committee (AGSC). Transfer students must follow courses outlined in their respective degree plan as well as in the STARS guide to ensure that the classes taken fit within the transfer institution's guidelines. Students should visit the AGSC/STARS website at *http://stars.troy.edu* for the most up-to-date listing of STARS Guides.

Undecided about a Major?

Students who intend to transfer to a four-year college or university but who have not decided on a major should follow the General Education guidelines after consulting with an advisor about the courses most likely to transfer and count towards majors they are considering. Usually, students who know they want to transfer after graduation are better served by deciding on both a major and a transfer institution as early in their college careers as possible. To change transfer majors, students must complete a change of major form and submit it to the Office of Student Services located in the Technology Center.

All courses in Areas I-IV must be satisfied with courses coded as **Code A** in the course descriptions section of the Catalog. Below are the courses that will meet specific area requirements. Although the courses listed below meet minimum requirements toward an Associate in Science Degree, students and advisors are strongly encouraged to consult the student's STARS Guide for their transfer major to ensure that they take the correct courses. Students and advisors should also reference the student's STARS Guide and Degree-Works page during advisement to confirm that Area I-IV and **Area V** (coded as **Code B** and **Code C** in the course descriptions section of the Catalog) apply correctly to the student's degree plan toward graduation. Area V courses are major specific so students should choose courses that relate to their transfer major.

Area I ..... **Written Composition (6 hours)**

ENG 101

ENG 102

Area II..... **Humanities and Fine Arts (12 hours)**

Literature (must choose one; can choose two; students much have a sequence in literature or history; make sure to choose correct courses for transfer based on STARS Guide)

ENG 251	ENG 261
ENG 252	ENG 262

Fine Arts (must choose one; make sure to choose correct courses for transfer based on STARS Guide)

ART 100	MUS 101
ART 203	THR 120
ART 204	

Humanities (must choose one; can choose two; make sure to choose correct courses for transfer based on STARS Guide)

HUM 101	REL 152
PHL 106	SPA 101
PHL 206	SPA 102
REL 100	SPH 106
REL 151	SPH 107

Area III..... **Natural Science and Math (11-12 hours)**

Lab Science (must choose two; may need to be sequence for transfer; make sure to choose correct courses for transfer based on STARS Guide)

BIO 103	GEO 102
BIO 104	PHS 111
CHM 104	PHS 112
CHM 105	PHY 201
CHM 111	PHY 202
CHM 112	PHY 213
GEO 101	PHY 214

Math (must choose one; make sure to choose correct courses for transfer based on STARS Guide)

MTH 110	MTH 125
MTH 112	MTH 227
MTH 113	MTH 237
MTH 120	MTH 238

Area IV..... **History/Social Behavioral Sciences (12 hours)**

History (must choose one; can choose two; students must have a sequence in literature or history; make sure to choose correct courses for transfer based on STARS Guide)

HIS 101	HIS 122
HIS 102	HIS 201
HIS 121	HIS 202

Social/Behavioral Sciences (must choose two; can choose three; make sure to choose correct courses for transfer based on STARS Guide)

ECO 231	PSY 200
ECO 232	PSY 210
GEO 100	SOC 200
POL 200	SOC 210
POL 211	

General Education
Associate in Science Degree
Location: Boaz Campus

Area I	Written Composition	6	
ENG 101	English Composition I	3	_____
ENG 102	English Composition II	3	_____
Area II	Humanities and Fine Arts	12	
ARTS	ART 100, 203, 204, MUS 101 or THR 120	3	_____
LIT*	ENG 251, 252, 261, 262, or 271, 272	3-6	_____
			_____
Humanities	ENG 251, 252, 261, 262, HUM 101, PHL 106, 206		
	REL 100, 151, 152, SPA 101, 102, or SPH 106, 107	3-6	_____
Area III	Natural Science and Mathematics	11	
MTH	MTH 110, 112, 113, 120, 125, 126, 227, 237, 238	3	_____
LAB SCI	AST 220, BIO 103, 104, CHM 104, 105, 111, 112, GEO 101,		_____
	GEO 102, PHS 111, 112, PHY 201, 202, 213, 214	8	_____
Area IV	History, Social, and Behavioral Sciences	12	
HIS*	HIS 101, 102 or HIS 121, 122 or HIS 201, 202	3-6	_____
			_____
SOC SCI	ANT 200, ECO 231, 232, GEO 100, POL 200, 211		_____
	PSY 200, 210, SOC 200, 210	6-9	_____
			_____
Area V	Pre-Professional, Major, and Elective Courses	19-23	
Electives	Any courses not already taken in Areas II-IV	19-23	_____
			_____
			_____
			_____
			_____
			_____
TOTAL HOURS REQUIRED FOR DEGREE		60-64	

* Students must complete a 6 semester hour sequence either in Area II Literature or in Area IV History. Some Colleges and Universities require a sequences in both literature and history. Students should refer to their STARS guides or contact their intended transfer institution for clarification.

Health Sciences, Career & Technical Programs

2020-2022



Students interested in pursuing a new career can learn job skills and enter directly into the workforce by successfully completing one of the Career and Technical programs or a high-demand Health Sciences program.

ASSOCIATE IN APPLIED SCIENCE, CERTIFICATES AND SHORT CERTIFICATES

Snead State Community College offers students the opportunity to earn an Associate in Applied Science degree or a certificate in career-oriented programs. These programs prepare students for immediate employment in well-paying occupations.

Associate in Applied Science (AAS) Degree Requirements

The Associate in Applied Science Degree is an undergraduate award signifying successful completion of a prescribed course of study (60 to 76 semester credit hours) that offers specialization in a technical, business, or semi-professional field qualifying the student for employment upon graduation while providing the possibility for transfer of some credit to a senior institution. Only colleges accredited by SACSCOC are authorized to award this degree.

Area I: Written Composition I and II .....3-6 Credit Hours

- Prescribed: A course or course combination that promotes effective written and oral communication skills.

Area II: Humanities/Fine Arts .....3-6 Credit Hours

- In addition to Literature, disciplines include, but are not limited to Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater and Dance.

NOTE: For purposes of SACSCOC accreditation, courses in basic composition that do not contain a literature component, courses in oral communication (Speech), and introductory foreign language courses are considered skills courses and may NOT be the one course designated to fulfill SACSCOC Core Requirement 2.7.3 for a humanities/ fine arts course. See the SACSCOC Resource manual for the Principles of Accreditation for complete information and this restriction.

Area III: Natural Science/Mathematics..... .....6-11 Credit Hours

- In addition to Mathematics, disciplines in the Natural Sciences include Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.
- Requirements Prescribe: A minimum of 3 hours in Mathematics required.

Area IV: History/Social/Behavioral Sciences ....3-6 Credit Hours

- In addition to History, the Social and Behavioral Sciences include, but are not limited to Anthropology, Economics, Geography, Political Science, Psychology and Sociology.

Area I-IV: Minimum General Education Requirements.....15-29 Credit Hours

Area V: Maximum General Education Core, Technical Concentration and Electives..... 31-61 Credit Hours

- Area V courses are courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Area I-V: General Studies Curricula..... .....60-76 Credit Hours

Snead State offers the following Associate in Applied Science Degrees:

- Airframe Technology
- Applied Business
- Associate Degree (RN) Nursing
- Child Development
- Computer Science Technology
- Industrial Systems Technology
- Office Administration
- Power Plant Technology

Certificate (CER) Requirements

The Certificate Award is an undergraduate award (less than a degree) signifying the successful completion of a prescribed course of study (30 to 60 semester hours) that provides the student with a specialized set of skills for employment or professional advancement. Certificates are not designed for transfer to a senior institution. All colleges are authorized to award certificates.

Area I: Written Composition I and II .....3-6 Credit Hours

- Requirements Prescribe: A minimum of one written composition course which may have a discipline specific prefix other than COM or ENG or the integration of written communication proficiencies within a required discipline-specific course(s).

Area II: Humanities/Fine Arts .....0-6 Credit Hours

Area III: Natural Science/Mathematics..... .....3-7 Credit Hours

- Requirements Prescribe: A minimum of one Mathematics course which may have a discipline specific prefix other than MAH or MTH or the integration of Mathematics proficiencies within a required discipline-specific course(s).

Area IV: History/Social/Behavioral Sciences ....0 Credit Hours

Area I-IV: Minimum General Education Requirements.....6-19 Credit Hours

Area V: Maximum General Education Core, Technical Concentration and Electives..... 11-54 Credit Hours

Area I-V: General Studies Curricula..... .....30-60 Credit Hours

Snead State offers the following Certificates:

- Accountancy
- Agri-Business
- Aircraft Structures
- Airframe Technology
- Building and Property Management
- Child Development
- Finance
- General Business
- Healthcare Management
- Industrial Systems Technology
- Landscape and Grounds Management
- Logistics, Distribution, and Purchasing
- Management
- Marketing
- Medical Billing and Coding
- Office Administration
- Non-Profit Administration
- Power Plant Technology
- Software Application Specialist

CTE Short-Term Certificate (STC) Requirements

The Short-Term Certificate Award is an undergraduate award signifying the successful completion of a prescribed course of study (9 to 29 semester credit hours) equipping the student with a focused set of skills for an entry-level position in business and industry. CTE Short-term certificates are not designed for transfer to a senior institution. All colleges are authorized to award short-term certificates.

Area I: Written Composition I and II ..... 0-3 Credit Hours

Area II: Humanities/Fine Arts ..... 0 Credit Hours

Area III: Natural Science/Mathematics..... 0-3 Credit Hours

Area IV: History/Social/Behavioral Sciences ..... 0 Credit Hours

Area I-IV: Minimum General Education Requirements.....0-6* Credit Hours

Area V: Maximum General Education Core, Technical Concentration and Electives ...9-29 Credit Hours

Area I-V: General Studies Curricula..... .....9-29 Credit Hours

**** Note: For certificates with 6 hours of General Education credits, the minimum total credit hours will be 15 credit hours.***

Snead State currently offers the following Short-Term Certificates:

- Accounting Technology
- Agri-Business
- Apple App Development
- Automation
- Basic Electricity
- Building and Property Management
- Child Development
- Computer Software Fundamentals
- Cyber Security
- Computer Technician
- Enterprise Virtualization
- Finance
- General Aviation
- General Business
- Health Care Management
- Industrial Systems Technology
- IT Systems Administration
- Landscape and Grounds Management
- Logistics, Distribution, and Purchasing
- Management
- Marketing
- Medical Billing and Coding
- MSSC Certified Production Technician (CPT)
- Non-Profit Administration
- Nursing Assistant / Home Health Aide
- Office Administration
- Reciprocating Engines
- Social Media
- Software Application Specialist
- Web Technology Essentials

Airframe Technology
Associate in Applied Science Degree
Location: Aviation College, Albertville

Area I	Written Composition		3	
ENG 101	English Composition I		3	_____
Area II	Humanities and Fine Arts		3	
Elective	ART, MUS, PHL, REL, THR		3	_____
Area III	Natural Science and Mathematics		7	
Lab Science	BIO, CHM, GEO 101, GEO 102, PHS, PHY		4	_____
MTH 100	Intermediate College Algebra or higher level		3	_____
Area IV	History, Social, and Behavioral Sciences		3	
Elective	HIS, ECO, GEO 100, POL, PSY, SOC		3	_____
Area V	Pre-Professional, Major, and Elective Courses		45	
AMT 100	Technical Preparation		5	_____
AMT 101	Basic Electricity		5	_____
AMT 102	Materials and Processes		5	_____
AMT 110	Non-Metallic Structures and Welding		5	_____
AMT 111	Aircraft Sheet Metal Structures		5	_____
AMT 112	Airframes Systems I		5	_____
AMT 113	Airframes Systems II		5	_____
AMT 114	Airframes Systems III		5	_____
AMT 115	Airframes Systems IV		5	_____
TOTAL HOURS REQUIRED FOR DEGREE			61	

Applied Business
Associate in Applied Science Degree
Location: Boaz Campus

Area I	Written Composition		6	
ENG 101	English Composition I		3	_____
ENG 102	English Composition II		3	_____
Area II	Humanities and Fine Arts		6	
SPH	SPH 106 or 107		3	_____
HUM Elective	ART 100, MUS 101, THR 120, Philosophy, or REL		3	_____
Area III	Natural Science and Mathematics		7	
MTH 100	Intermediate College Algebra		3	_____
Science	Natural Science with Lab (BIO, CHM, GEO 101, GEO 102, PHS, or PHY)		4	_____
Area IV	History, Social, and Behavioral Sciences		3	
SOC SCI Elective	GEO 100, HIS, POL, PSY, or SOC		3	_____
Area V	Pre-Professional, Major, and Elective Courses		48	
	Program Core (30 Hours - required of all students)			
ECO 231	Principles of Macroeconomics		3	_____
ECO 232	Principles of Microeconomics		3	_____
BUS 186	Elements of Supervision		3	_____
BUS 215	Business Communication		3	_____
BUS 241	Principles of Accounting I		3	_____
BUS 242	Principles of Accounting II		3	_____
BUS 263	Legal/Social Environment of Business		3	_____
BUS 271	Business Statistics I		3	_____
BUS 272	Business Statistics II		3	_____
CIS 146	Microcomputer Applications		3	_____

CONTINUED ON THE NEXT PAGE

Applied Business CONTINUED
Associate in Applied Science Degree
Location: Boaz Campus

AND

Specialty Track ..... 12 hours

Students will choose one Specialty Track, which will complete the degree requirements.

Accountancy Track 12

ACT 249 ..... Payroll Accounting ..... 3 _____

ACT 253 ..... Individual Income Tax ..... 3 _____

BUS 246 ..... Microcomputer Accounting ..... 3 _____

BUS 296 or 298 . Business Internship I or Directed Studies I ..... 3 _____

To complete a certificate in Accounting Technology, students must also complete BUS 241, BUS 242, BUS 263, and ENG 101.

To complete a short-term certificate in Accounting Technology, students must also complete BUS 241, BUS 242, BUS 271, MTH 100, CIS 146, ENG 101 and either SPH 106 or SPH 107.

OR

Agri-Business Track 12

AGR 215 ..... Agribusiness Management ..... 3 _____

BUS 150 ..... Business Math ..... 3 _____

BUS 296 or 298 .. Business Internship I or Directed Studies I ..... 3 _____

HOC 110 ..... Introduction to Horticultural Science ..... 3 _____

To complete a certificate in Agri-Business, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101 and SPH 106 or SPH 107.

To complete a short-term certificate in Agri-Business, students must also complete BUS 263, either CIS 146 OR MTH 100, ENG 101 and either SPH 106 or SPH 107.

OR

Building and Property Management Track 12

BUS 275 or 246 .. Principles of Management or Microcomputer Accounting ..... 3 _____

INT 114 ..... Basic Electricity ..... 3 _____

INT 117 or 128 ... Principles of Industrial Mechanics or Principles of

..... Industrial Environmental Controls ..... 3 _____

BUS 296 or 298 .. Business Internship I or Directed Studies I ..... 3 _____

To complete a certificate in Agri-Business, students must also complete BUS 241, BUS 263, BUS 186, CIS 146, MTH 100, ENG 101 and SPH 106 or SPH 107.

To complete a short-term certificate in Building and Property Management, students must also complete BUS 263, either CIS 146 OR MTH 100, ENG 101 and either SPH 106 or SPH 107.

CONTINUED ON THE NEXT PAGE

Applied Business CONTINUED
Associate in Applied Science Degree
Location: Boaz Campus

OR

Childcare Management Track 12

CHD 202	Children's Creative Experiences	3	_____
CHD 203	Children's Literature/Language Development	3	_____
CHD 204	Methods/Materials for Teaching Children	3	_____
CHD 215	Supervised Practical Experience	3	_____

To complete a certificate in Childcare Management, students must also complete ENG 101, either SPH 106 or SPH 107, MTH 100, CIS 146, CHD 100, CHD 201, CHD 206, CHD 207, and either CHD 209, CHD 210, or CHD 222.

To complete a short-certificate in Child Development, students must also complete CHD 100, CHD 201, CHD 206, CHD 207 and either CHD 209, CHD 210 or CHD 222.

OR

Finance Track 12

BUS 146	Personal Finance	3	_____
BUS 147	Introduction to Finance	3	_____
BUS 150	Business Math	3	_____
BUS 296 or 298	Business Internship I or Directed Studies I	3	_____

To complete a certificate in Finance, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101, and SPH 106 or SPH 107.

To complete a short-certificate in Finance, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101, and SPH 106 or SPH 107.

OR

General Business Track 12

BUS 150	Business Math	3	_____
BUS 275	Principles of Management	3	_____
BUS 285	Principles of Marketing	3	_____
BUS 296 or 298	Business Internship I or Directed Studies I	3	_____

To complete a certificate in General Business, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101, and SPH 106 or SPH 107.

To complete a short-certificate in General Business, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.

CONTINUED ON THE NEXT PAGE

Applied Business CONTINUED
Associate in Applied Science Degree
Location: Boaz Campus

OR

Health Care Management Track 12

BUS 275	Principles of Management	3	_____
BUS 296 or 298	Business Internship I or Directed Studies I	3	_____
HPS 107	Trends and Issues Related to Health Sciences	1	_____
HPS 110	Introduction to Health Care	2	_____
OAD 125 or 243	Word Processing or Spreadsheet Applications	3	_____

To complete a certificate in Health Care Management, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101, and SPH 106 or SPH 107.

To complete a short-certificate in Health Care Management, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101, and SPH 106 or SPH 107.

OR

Landscape and Grounds Maintenance Management Track 12

AGR 152	Landscape Construction	3	_____
BUS 146 or 246 or 285	Personal Finance or Microcomputer Accounting or Principles of Marketing	3	_____
BUS 296 or 298	Business Internship I or Directed Studies I	3	_____
HOC 110	Introduction to Horticulture	3	_____

To complete a certificate in Landscape and Ground Maintenance Management, students must also complete BUS 186, BUS 241, BUS 263, CIS 146, MTH 100, ENG 101, and SPH 106 or SPH 107.

To complete a short-certificate in Landscape and Grounds Maintenance Management, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.

OR

Logistics, Distribution, and Purchasing Track 12

BUS 178	Purchasing	3	_____
BUS 296 or 298	Business Internship I or Directed Studies I	3	_____
OAD 125 or 243	Word Processing or Spreadsheet Applications	3	_____
MST 209	Physical Supply and Distribution Management	3	_____

To complete a certificate in Logistics, Distribution and Purchasing, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101, and SPH 106 or SPH 107.

To complete a short-term certificate in Logistics, Distribution, and Purchasing, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.

CONTINUED ON THE NEXT PAGE

Applied Business CONTINUED
Associate in Applied Science Degree
Location: Boaz Campus

OR

Marketing Track 12

BUS 175 ..... Retailing ..... 3 _____

BUS 285 ..... Principles of Marketing ..... 3 _____

BUS 296 or 298 .. Business Internship I or Directed Studies I ..... 3 _____

OAD 230 or 246 . Computerized Desktop Publishing or Office Graphics and Presentations ..... 3 _____

To complete a certificate in Marketing, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101 and SPH 106 or SPH 107.

To complete a short-term certificate in Marketing, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.

OR

Management Track 12

BUS 150 ..... Business Math ..... 3 _____

BUS 275 ..... Principles of Management ..... 3 _____

BUS 276 ..... Human Resource Management ..... 3 _____

BUS 296 or 298 .. Business Internship I or Directed Studies I ..... 3 _____

To complete a certificate in Management, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101 and SPH 106 or SPH 107.

To complete a short certificate in Management, students must also complete BUS 263, CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.

OR

Non-Profit Administration Track 12

BUS 147 or 276 .. Introduction to Finance or Human Resource Management ..... 3 _____

BUS 275 ..... Principles of Management ..... 3 _____

BUS 285 ..... Marketing ..... 3 _____

BUS 296 ..... Business Internship I ..... 3 _____

To complete a certificate in Non-Profit Administration, students must also complete BUS 215, BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101 and SPH 106 or SPH 107.

To complete a short certificate in Non-Profit Administration, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.

TOTAL HOURS REQUIRED FOR DEGREE 64
TOTAL HOURS REQUIRED FOR CERTIFICATE 33-39
TOTAL HOURS REQUIRED FOR SHORT CERTIFICATE 24-27

Child Development
Associate in Applied Science Degree
Location: Boaz Campus

Area I	Written Composition	6		
ENG 101	English Composition I	3		_____
ENG 102	English Composition II	3		_____
Area II	Humanities and Fine Arts	6		
SPH	SPH 106 or 107	3		_____
ARTS	ART 100, 180, 203, 204, MUS 101 OR THR 120	3		_____
Area III	Natural Science and Mathematics	10		
MTH 100 or higher level math	MTH 100, 110, 112, 113, 125	3		_____
LAB SCI	AST 220, BIO, CHM, GEO 101, PHS, PHY	4		_____
CIS 146	Microcomputer Applications	3		_____
Area IV	History, Social, and Behavioral Sciences	6		
PSY 200	General Psychology	3		_____
SOC 200	Introduction to Sociology	3		_____
Area V	Pre-Professional, Major, and Elective Courses	42		
CHD 100	Introduction to Early Care and Education	3		_____
CHD 201	Child Growth and Development Principles	3		_____
CHD 202	Children's Creative Experiences	3		_____
CHD 203	Children's Literature/Language Development	3		_____
CHD 204	Methods/Materials for Teaching Children	3		_____
CHD 205	Program Planning for Educating Young Children	3		_____
CHD 206	Children's Health/Safety	3		_____
CHD 209	Infant/Toddler Education Programs	3		_____
CHD 210	Educating Children with Exceptional Needs	3		_____
CHD 215	Supervised Practical Experience	3		_____
CHD 217	Math and Science for Young Children	3		_____
CHD 222	Social Studies for Children	3		_____
HED 231	First Aid	3		_____
Electives	CHD 208 OR HEC 140	3		_____
TOTAL HOURS REQUIRED FOR DEGREE		70		

CONTINUED ON THE NEXT PAGE

Child Development CONTINUED
Associate in Applied Science Degree
Location: Boaz Campus

Background checks (criminal history record checks) are required at the student's expense prior to the start of a CHD course. Alabama Act 2000-775 requires criminal background checks for licensees, license applicants, volunteers, volunteer applicants, and prospective and current employees of licensed or approved child care facilities. Background checks will be conducted by an agency approved by Snead State Community College. Background checks done by any vendor or agency that is not approved will not be accepted. Students must contract directly with the approved vendor and results are confidential.

Verification of background checks from an approved agency (such as through an employer, DHR, etc.) must be sent directly to the director of the program from the reporting agency. If a prior check does not meet the standards, Snead State reserves the right to require the student to obtain the background through the approved Snead State vendor. Refusal of an agency to accept a student will prevent a student from completing the CHD program. The student will be responsible for clearing any denials reported with the approved vendor. To access the Student Verification Center, go to *www.myvci.com/snead*.

Child Development Associate Credential

This credential is designed for students wishing to obtain a CDA through the Council for Professional Recognition. A student may complete any three CHD courses to satisfy the requirements for the CDA. Infant/Toddler track candidates are encouraged to take CHD 100, CHD 209, and CHD 206. Preschool track candidates are encouraged to take CHD 100, CHD 204 and CHD 206. Although certain courses are recommended, ANY three courses will satisfy the requirements of the Council.

Computer Science Technology
Associate in Applied Science Degree
Location: Boaz Campus

Students pursuing the degree should choose from one of the three concentration areas listed.

Area I	Written Composition		3	
ENG	ENG 101		3	_____
Area II	Humanities and Fine Arts		3	_____
HUM/FA	ART, MUS, PHL, REL, THR		3	_____
Area III	Natural Science and Mathematics		6-8	
MTH 116 or higher level	MTH 100, 110, 112, 113, 116, 125		3-4	_____
Elective	MTH 131, MTH 100, BIO, CHM, AST, GEO 101, PHS, PHY		3-4	_____
Area IV	History, Social, and Behavioral Sciences		3	
SOC SCI	ECO, GEO 100, HIS, POL, PSY, SOC		3	_____
Area V	Pre-Professional, Major, and Elective Courses		34-37	
CIS 117	Database Management Software Applications		3	_____
CIS 130	Introduction to Information Systems		3	_____
CIS 146	Computer Applications		3	_____
CIS 161	Introduction to Networking Communications		3	_____
CIS 171	Linux I		3	_____
CIS 201	Introduction to Programming Concepts		3	_____
CIS 202	Python Programming		3	_____
CIS 207	Web Development		3	_____
CIS 268	Software Support		3	_____
CIS 269	Hardware Support		3	_____
CIS 294	Special Topics		3	_____
Elective	CIS 284 (CIS Internship)		3	_____
WKO 101	Workplace Skills Development		1	_____

CONTINUED ON THE NEXT PAGE

Computer Science Technology CONTINUED
Associate in Applied Science Degree
Location: Boaz Campus

Students pursuing the degree should choose from one of the three concentration areas listed.

AND

Specialty Track ..... 15 hours

Students will choose one Specialty Track, which will complete the degree requirements.

Apple App Development 15

CIS 157	Introduction to App Development with Swift	3	_____
CIS 220	App Development with Swift I	3	_____
CIS 227	App Development with Swift II	3	_____
CIS 259	Advanced Mobile App Development	3	_____
CIS 280	Network Security	3	_____

OR

Cyber Security 15

CIS 214	Security Analysis (Pen Testing)	3	_____
CIS 245	Cyber Defense	3	_____
CIS 260	Network Security and Risk Management	3	_____
CIS 280	Network Security	3	_____
CIS 282	Computer Forensics	3	_____

OR

IT Systems Administration 15

CIS 162	Advanced Networking	3	_____
CIS 260	Network Security and Risk Management	3	_____
CIS 267	Enterprise Virtualization	3	_____
CIS 277	Network Services Administration	3	_____
CIS 287	SQL Server	3	_____

TOTAL HOURS REQUIRED FOR DEGREE 64-68

Industrial Systems Technology
Associate in Applied Science Degree
Location: Boaz Campus

Area I	Written Composition		3	
ENG 101	Written Composition I		3	_____
Area II	Humanities and Fine Arts		3	
Elective	ART, MUS, PHL, REL, THR		3	_____
Area III	Natural Science and Mathematics		6-8	
MTH 116 or higher level	MTH 100, MTH 110, MTH 112, MTH 113, MTH 116, or MTH 125		3-4	_____
Elective	AST, BIO, CHM, GEO 101, MTH 100 (if not already taken), MTH 131, PHS, or PSY		3-4	_____
Area IV	History, Social, and Behavioral Sciences		3	
Elective	ANT, GEO 100, ECO, HIS, POL, PSY, SOC		3	_____
Area V	Pre-Professional, Major, and Elective Courses		48-51	
CIS 146	Computer Applications		3	_____
EET 207	Introduction to Robotics		3	_____
ELT 118	Commercial/Industrial Wiring I		3	_____
INT 100	Mathematics for Industrial Technicians		3	_____
INT 113	Industrial Motor Control I		3	_____
INT 114	Basic Electricity		3	_____
INT 117	Principles of Industrial Mechanics		3	_____
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics		3	_____
INT 127	Principles of Pumps and Piping		3	_____
INT 134	Principles of Industrial Maintenance, Welding and Metal Cutting Techniques		3	_____
INT 184	Introduction to PLCs		3	_____
INT 211	Industrial Motors II		3	_____
INT 218	Special Lab in Hydraulics & Pneumatics		2	_____
INT 261	MSSC Safety Course		3	_____
INT 262	MSSC Quality Practices and Measurement Course		3	_____
INT 284	Advanced Programmable Logic Controllers		3	_____

CONTINUED ON THE NEXT PAGE

Industrial Systems Technology
Associate in Applied Science Degree
Location: Boaz Campus
Continued

INT 292	Cooperative Education may be taken as an elective for the degree	3	_____
WKO 101	Workplace Skills	1	_____

TOTAL HOURS REQUIRED FOR DEGREE 63-68

Office Administration
Associate in Applied Science Degree
Location: Boaz Campus

Students pursuing the degree should choose from one of the four concentration areas listed.

Area I	Written Composition		6	
ENG 101	English Composition I		3	_____
ENG 102	English Composition II		3	_____
Area II	Humanities and Fine Arts		6	
ART 180	Introduction to Graphic Design		3	_____
Elective	Humanities or Fine Arts Elective (ART, PHL, REL, SPH, SPA or THR 120)		3	_____
Area III	Natural Science and Mathematics		10	
MTH 116 or higher level	MTH 100, 110, 112, 113, 116, 125		3	_____
CIS 146	Microcomputer Applications		3	_____
Elective	AST, BIO, CHM, GEO 101, MTH 100 or Higher Level (not already taken), PHS, PHY (Medical Administrative Asst. must take BIO 120)		3-4	_____
Area IV	History, Social, and Behavioral Sciences		3	
SOC SCI	ANT, ECO, GEO 100, HIS, POL, PSY, SOC (Legal Administrative Assistant must take POL 200 or 211)		3	_____
Area V	Pre-Professional, Major, and Elective Courses		24	
OAD 110	Computer Navigation		3	_____
OAD 125	Word Processing		3	_____
OAD 126	Advanced Word Processing		3	_____
OAD 134	Career and Professional Development		3	_____
OAD 138	Records and Information Management		3	_____
OAD 233 or 242	Trends in Office Technology or Office Internship		3	_____
OAD 243	Spreadsheet Applications		3	_____
OAD 244	Database Applications		3	_____

AND

Specialty Track ..... 18 hours

Students will choose one Specialty Track, which will complete the degree requirements.

CONTINUED ON THE NEXT PAGE

Office Administration CONTINUED
Associate in Applied Science Degree
Location: Boaz Campus

Students pursuing the degree should choose from one of the four concentration areas listed.

AND

General Business Administrative Assistant 18

OAD 103	Intermediate Keyboarding	3	_____
OAD 218	Office Procedures	3	_____
OAD 230	Computerized Desktop Publishing	3	_____
OAD 246	Office Graphics and Presentations	3	_____
ACT 249	Payroll Accounting	3	_____
BUS 241	Principles of Accounting I	3	_____

OR

Legal Administrative Assistant 18

OAD 103	Intermediate Keyboarding	3	_____
OAD 218	Office Procedures	3	_____
OAD 230	Computerized Desktop Publishing	3	_____
OAD 246	Office Graphics and Presentations	3	_____
BUS 263	Legal and Social Environment of Business	3	_____
ECO 231	Principles of Macroeconomics	3	_____

OR

Medical Administrative Assistant 18

OAD 103	Intermediate Keyboarding	3	_____
OAD 215	Health Information Management	3	_____
OAD 218	Office Procedures	3	_____
OAD 230	Computerized Desktop Publishing	3	_____
OAD 246	Office Graphics and Presentations	3	_____
Elective	HIT 230 or HPS 107 and HPS 110	3	_____

OR

Medical Billing and Coding 18

BIO 201	Human Anatomy/Physiology I	4	_____
BIO 202	Human Anatomy/Physiology II	4	_____
HPS 107	Trends and Issues Related to Health Sciences	1	_____
HPS 110	Introduction to Healthcare	2	_____
OAD 215	Health Information Management	3	_____
HIT 230	Medical Coding Systems I	3	_____
HIT 232	Medical Coding Systems II	3	_____

TOTAL HOURS REQUIRED FOR DEGREE 66-67

Power Plant Technology
Associate in Applied Science Degree
Location: Aviation College, Albertville

Area I	Written Composition		3	
	ENG 101	Written Composition I	3	_____
Area II	Humanities and Fine Arts		3	
	Elective	ART, MUS, PHL, REL, THR	3	_____
Area III	Natural Science and Mathematics		7	
	Lab Science	BIO, CHM, GEO 101, GEO 102, PHS, PHY	4	_____
	MTH 100	Intermediate College Algebra or higher level	3	_____
Area IV	History, Social, and Behavioral Sciences		3	
	Elective	HIS, ECO, GEO 100, POL, PSY, SOC	3	_____
Area V	Pre-Professional, Major, and Elective Courses		45	
	AMP 120	Engine Theory and Propellers	5	_____
	AMP 121	Reciprocating Engine Systems	5	_____
	AMP 122	Reciprocating Engine Overhaul	5	_____
	AMP 123	Reciprocating Engine Inspections	5	_____
	AMP 124	Turbine Engine Theory	5	_____
	AMP 125	Turbine ENgine Overhaul	5	_____
	AMT 100	Technical Preparation	5	_____
	AMT 101	Basic Electricity	5	_____
	AMT 102	Materials and Processes	5	_____
TOTAL HOURS REQUIRED FOR DEGREE			61	

Accountancy
Certificate
Location: Boaz Campus

ENG 101	English Composition I	3	_____
ACT 249	Payroll Accounting	3	_____
ACT 253	Individual Income Tax	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 242	Principles of Accounting II	3	_____
BUS 246	Microcomputer Accounting	3	_____
BUS 271	Business Statistics I	3	_____
BUS 296	Business Internship	3	_____
CIS 146	Microcomputer Applications	3	_____
MTH 100	Intermediate College Algebra	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Accounting Technology
Short Certificate
Location: Boaz Campus

ENG 101	English Composition I	3	_____
ACT 249	Payroll Accounting	3	_____
ACT 253	Individual Income Tax	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 242	Principles of Accounting II	3	_____
BUS 246	Microcomputer Accounting	3	_____
BUS 263	Legal and Social Environment of Business	3	_____
BUS 296	Business Internship	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Agri-Business
Certificate
Location: Boaz Campus

AGR 215	Agribusiness Management	3	_____
BUS 150	Business Math	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 263	The Legal and Social Environment of Business	3	_____
BUS 271	Business Statistics I	3	_____
BUS 296	Business Internship	3	_____
CIS 146	Microcomputer Applications	3	_____
ENG 101	English Composition I	3	_____
HOC 110	Introduction to Horticultural Science	3	_____
MTH 100	Intermediate College Algebra	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Agri-Business
Short Certificate
Location: Boaz Campus

AGR 215	Agribusiness Management	3	_____
BUS 150	Business Math	3	_____
BUS 263	The Legal and Social Environment of Business	3	_____
BUS 296	Business Internship	3	_____
CIS 146 or MTH 100	Microcomputer Applications or Intermediate College Algebra	3	_____
ENG 101	English Composition I	3	_____
HOC 110	Introduction to Horticultural Science	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Aircraft Structures
Certificate
Location: Aviation College, Albertville

ENG 101	English Composition I	3	_____
MTH 100	Intermediate College Algebra	3	_____
AMT 100	Technical Preparation	5	_____
AMT 101	Basic Electricity	5	_____
AMT 102	Materials and Processes	5	_____
AMT 110	Non-Metallic Structures and Welding	5	_____
AMT 111	Aircraft Sheet Metal Structures	5	_____
AMT 112	Airframes Systems I	5	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 36

Airframe Technology
Certificate
Location: Aviation College, Albertville

ENG 101	English Composition I	3	_____
MTH 100	Intermediate College Algebra or higher level	3	_____
AMT 100	Technical Preparation	5	_____
AMT 101	Basic Electricity	5	_____
AMT 102	Materials and Processes	5	_____
AMT 110	Non-Metallic Structures and Welding	5	_____
AMT 111	Aircraft Sheet Metal Structures	5	_____
AMT 112	Airframes Systems I	5	_____
AMT 113	Airframes Systems II	5	_____
AMT 114	Airframes Systems III	5	_____
AMT 115	Airframes Systems IV	5	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 51

Apple App Development
Short Certificate
Location: Boaz Campus

CIS 157	Introduction to App Development with Swift	3	_____
CIS 220	App Development with Swift I	3	_____
CIS 227	App Development with Swift II	3	_____
CIS 259	Advanced Mobile Development	3	_____
CIS 280	Network Security	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 15

Automation
Short Certificate
Location: Boaz Campus

EET 207	Introduction to Robotics	3	_____
ELT 118	Commercial/Industrial Wiring I	3	_____
INT 118	Industrial Hydraulics and Pneumatics	3	_____
INT 134	Principles of Industrial Maintenance Welding and Cutting Techniques	3	_____
INT 261	MSSC Safety	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 15

General Aviation
Short Certificate
Location: Aviation College, Albertville

AMT 100	Technical Preparation	5	_____
AMT 101	Basic Electricity	5	_____
AMT 102	Materials and Processes	5	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 15

Basic Electricity
Short Certificate
Location: Boaz Campus

INT 100	Mathematics for Industrial Technicians	3	_____
INT 114	Basic Electricity	3	_____
INT 184	Introduction to PLCs	3	_____
INT 261	MSSC Safety	3	_____
INT 262	MSSC Quality Practices and Measurement	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 15

Building and Property Management
Certificate
Location: Boaz Campus

BUS 186	Elements of Supervision	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 246 or 275	Microcomputer Accounting or Principles of Management	3	_____
BUS 263	The Legal and Social Environment of Business	3	_____
BUS 296	Business Internship	3	_____
CIS 146	Microcomputer Applications	3	_____
ENG 101	English Composition I	3	_____
INT 114	Basic Electricity	3	_____
INT 117 or 128	Principles of Idustrial Mechanics or Principles of Industrial Environmental Controls	3	_____
MTH 100	Intermediate College Algebra	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Building Property Management
Short Certificate
Location: Boaz Campus

BUS 263	The Legal and Social Environment of Business	3	_____
BUS 246 or 275	Microcomputer Accounting or Principles of Management	3	_____
BUS 296	Business Internship	3	_____
CIS 146 or MTH 100	Microcomputer Applications or Intermediate College Algebra	3	_____
ENG 101	English Composition I	3	_____
INT 114	Basic Electricity	3	_____
INT 117 or 128	Principles of Industrial Mechanics or Principles of Industrial Environmental Controls	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Child Development
Certificate
Location: Boaz Campus

ENG 101	English Composition I	3	_____
MTH	MTH 100 or higher level math	3	_____
SPH	SPH 106 or 107	3	_____
CHD 100	Introduction of Early Care and Education	3	_____
CHD 201	Child Growth and Development Principles	3	_____
CHD 202	Children's Creative Experiences	3	_____
CHD 203	Children's Literature/Language Development	3	_____
CHD 204	Methods/Materials for Teaching Children	3	_____
CHD 205	Program Planning for Educating Young Children	3	_____
CHD 206	Children's Health/Safety	3	_____
CHD 208	Administration of Child Development Programs	3	_____
CHD 209	Infant and Toddler Education Programs	3	_____
CHD 210	Educating Children with Exceptional Needs	3	_____
CHD 215	Supervised Practical Experience	3	_____
CHD 217	Math and Science for Young Children	3	_____
CHD 222	Social Studies for Children	3	_____
CIS 146	Microcomputer Applications	3	_____
HED 231	First Aid	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 54

Child Development
Short Certificate
Location: Boaz Campus

CHD 100	Introduction of Early Care and Education	3	_____
CHD 201	Child Growth and Development Principles	3	_____
CHD 202	Children's Creative Experiences	3	_____
CHD 203	Children's Literature/Language Development	3	_____
CHD 204	Methods/Materials for Teaching Children	3	_____
CHD 206	Children's Health/Safety	3	_____
CHD 215	Supervised Practical Experience	3	_____
CHD 217	Math and Science for Young Children	3	_____
CHD Elective	CHD 209, 210 or 222	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 27

CONTINUED ON THE NEXT PAGE

Child Development CONTINUED
Certificate and Short Certificate
Location: Boaz Campus

Background checks (criminal history record checks) are required at the student's expense prior to the start of a CHD course. Alabama Act 2000-775 requires criminal background checks for licensees, license applicants, volunteers, volunteer applicants, and prospective and current employees of licensed or approved child care facilities. Background checks will be conducted by an agency approved by Snead State Community College. Background checks done by any vendor or agency that is not approved will not be accepted. Students must contract directly with the approved vendor and results are confidential.

Verification of background checks from an approved agency (such as through an employer, DHR, etc.) must be sent directly to the director of the program from the reporting agency. If a prior check does not meet the standards, Snead State reserves the right to require the student to obtain the background through the approved Snead State vendor. Refusal of an agency to accept a student will prevent a student from completing the CHD program. The student will be responsible for clearing any denials reported with the approved vendor. To access the Student Verification Center, go to *www.myvci.com/snead*.

Child Development Associate Credential

This credential is designed for students wishing to obtain a CDA through the Council for Professional Recognition. A student may complete any three CHD courses to satisfy the requirements for the CDA. Infant/Toddler track candidates are encouraged to take CHD 100, CHD 209, and CHD 206. Preschool track candidates are encouraged to take CHD 100, CHD 204 and CHD 206. Although certain courses are recommended, ANY three courses will satisfy the requirements of the Council. For additional information on this credential, please contact Dr. Karen Watts at kwatts@snead.edu.

Computer Software Fundamentals
Short Certificate
Location: Boaz Campus

CIS 146	Microcomputer Applications	3	_____
CIS 251	C++ Programming	3	_____
MTH 113	Precalculus Trigonometry or higher level	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 9

Computer Technician
Short Certificate
Location: Boaz Campus

CIS 161	Introduction to Networking	3	_____
CIS 268	Software Support	3	_____
CIS 269	Hardware Support	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 9

Cyber Security
Short Certificate
Location: Boaz Campus

CIS 161	Introduction to Networking	3	_____
CIS 214	Security Analysis (Pen Testing)	3	_____
CIS 245	Cyber Defense	3	_____
CIS 260	Network Security and Risk Management	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 12

Enterprise Virtualization
Short Certificate
Location: Boaz Campus

CIS 161	Introduction to Networking	3	_____
CIS 267	Enterprise Virtualization	3	_____
CIS 277	Network Services Administration	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 9

Finance
Certificate
Location: Boaz Campus

BUS 146	Personal Finance	3	_____
BUS 147	Introduction to Finance	3	_____
BUS 150	Business Math	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 263	Legal/Social Environment of Business	3	_____
BUS 271	Business Statistics I	3	_____
BUS 296	Business Internship	3	_____
CIS 146	Microcomputer Applications	3	_____
ENG 101	English Composition I	3	_____
MTH 100	Intermediate College Algebra	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Finance
Short Certificate
Location: Boaz Campus

ENG 101	English Composition I	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____
CIS 146 or MTH 100	Microcomputer Applications or Intermediate College Algebra	3	_____
BUS 146	Personal Finance	3	_____
BUS 147	Introduction to Finance	3	_____
BUS 150	Business Math	3	_____
BUS 263	Legal/Social Environment of Business	3	_____
BUS 296	Business Internship	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

General Business
Certificate
Location: Boaz Campus

BUS 150	Business Math	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 263	Legal/Social Environment of Business	3	_____
BUS 271	Business Statistics I	3	_____
BUS 275	Principles of Management	3	_____
BUS 285	Principles of Marketing	3	_____
BUS 296	Business Internship	3	_____
CIS 146	Microcomputer Applications	3	_____
ENG 101	English Composition I	3	_____
MTH 100	Intermediate College Algebra	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

General Business
Short Certificate
Location: Boaz Campus

BUS 150	Business Math	3	_____
BUS 263	Legal/Social Environment of Business	3	_____
BUS 271	Business Statistics I	3	_____
BUS 275	Principles of Management	3	_____
BUS 285	Principles of Marketing	3	_____
BUS 296	Business Internship I	3	_____
CIS 146 or MTH 100	Microcomputer Applications or Intermediate College Alegbra	3	_____
ENG 101	English Composition I	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 27

Health Care Management
Certificate
Location: Boaz Campus

BUS 241	Principles of Accounting I	3	_____
BUS 263	Legal/Social Environment or Business	3	_____
BUS 271	Business Statistics I	3	_____
BUS 275	Principles of Management	3	_____
BUS 296	Business Internship	3	_____
CIS 146	Microcomputer Applications	3	_____
ENG 101	English Composition I	3	_____
HPS 107	Trends and Issues Related to Health Science	1	_____
HPS 110	Introduction to Health Care	2	_____
MTH 100	Intermediate College Alegbra	3	_____
OAD 125 or 243	Word Processing or Spreadsheet Applications	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Health Care Management
Short Certificate
Location: Boaz Campus

BUS 263	Legal/Social Environment or Business	3	_____
BUS 275	Principles of Management	3	_____
BUS 296	Business Internship	3	_____
CIS 146 or MTH	Microcomputer Applications or MTH 100, 110, 112, 113 or 125	3	_____
ENG 101	English Composition I	3	_____
HPS 107	Trends and Issues Related to Health Science	1	_____
HPS 110	Introduction to Health Care	2	_____
OAD 125 or 243	Word Processing or Spreadsheet Applications	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

IT Systems Administration
Short Certificate
Location: Boaz Campus

CIS 162	Advanced Networking	3	_____
CIS 260	Network Security and Risk Management	3	_____
CIS 267	Enterprise Virtualization	3	_____
CIS 277	Network Services Administration	3	_____
CIS 287	SQL Server	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 15

Industrial Systems Technology
Certificate
Location: Boaz Campus

ENG 101	Written Composition	3	_____
EET 207	Introduction to Robotics	3	_____
ELT 118	Commercial/Industrial Wiring I	3	_____
INT 114	Basic Electricity	3	_____
INT 118	Industrial Hydraulics and Pneumatics	3	_____
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3	_____
INT 184	Introduction to PLCs	3	_____
INT 261	MSSC Safety	3	_____
INT 262	MSSC Quality Practices and Measurement	3	_____
MTH 116	Mathematical Applications	3	_____
Technology	Choose an elective	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Industrial Systems Technology
Short Certificate
Location: Marshall Technical School/Dual Enrollment

ELT 118	Commercial/Industrial Wiring I	3	_____
INT 100	Mathematics for Industrial Technicians	3	_____
INT 113	Industrial Motor Control I	3	_____
INT 114	Basic Electricity	3	_____
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3	_____
INT 261	MSSC Safety	3	_____
INT 262	MSSC Quality Practices and Measurement	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 21

Landscape and Grounds Maintenance Management
Certificate
Location: Boaz Campus

AGR 152	Landscape Construction	3	_____
BUS 186	Elements of Supervision	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 146, 246 or 285	Personal Finance, Microcomputer Accounting or Principles of Marketing	3	_____
BUS 263	Legal/Social Environment or Business	3	_____
BUS 296	Business Internship	3	_____
CIS 146	Microcomputer Applications	3	_____
ENG 101	Written Composition	3	_____
HOC 110	Introduction to Horticulture	3	_____
MTH 100	Intermediate College Alegbra	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Landscape and Grounds Maintenance Management
Short Certificate
Location: Boaz Campus

AGR 152	Landscape Construction	3	_____
BUS 146 or 246 or 285	Personal Finance or Microcomputer Accounting or Principles of Marketing	3	_____
BUS 263	Legal/Social Environment or Business	3	_____
BUS 296	Business Internship	3	_____
CIS 146 or MTH 100	Microcomputer Applications or Intermediate College Alegbra	3	_____
ENG 101	Written Composition	3	_____
HOC 110	Introduction to Horticulture	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Logistics, Distribution and Purchasing
Certificate
Location: Boaz Campus

BUS 178	Purchasing	3	
BUS 241	Principles of Accounting I	3	_____
BUS 263	Legal/Social Environment or Business	3	_____
BUS 271	Business Statistics I	3	_____
BUS 296	Business Internship	3	_____
CIS 146	Microcomputer Applications	3	_____
ENG 101	Written Composition	3	_____
MST 209	Physical Supply and Distribution Management	3	_____
MTH 100	Intermediate College Alegbra	3	_____
OAD 125 or 243	Word Processing or Spreadsheet Applications	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Logistics, Distribution and Purchasing
Short Certificate
Location: Boaz Campus

ENG 101	English Composition I	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____
CIS 146 or MTH 100	Microcomputer Applications or Intermediate College Alegbra	3	_____
BUS 178	Purchasing	3	_____
BUS 263	Legal/Social Environment or Business	3	_____
BUS 296	Business Internship I	3	_____
MST 209	Physical Supply and Distribution Management	3	_____
OAD 125 or 243	Word Processing or Spreadsheet Applications	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Management
Certificate
Location: Boaz Campus

ENG 101	English Composition I	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____
CIS 146	Microcomputer Applications	3	_____
MTH 100	Intermediate College Alegbra	3	_____
BUS 150	Business Math	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 263	Legal/Social Environment or Business	3	_____
BUS 271	Business Statistics I	3	_____
BUS 275	Principles of Management	3	_____
BUS 276	Human Resource Management	3	_____
BUS 296	Business Internship	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Management
Short Certificate
Location: Boaz Campus

ENG 101	English Composition I	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____
CIS 146 or MTH 100 or higher	Microcomputer Applications or Intermediate College Alegbra or higher level	3	_____
BUS 150	Business Math	3	_____
BUS 263	Legal/Social Environment or Business	3	_____
BUS 275	Principles of Management	3	_____
BUS 276	Human Resource Management	3	_____
BUS 296	Business Internship	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Marketing
Certificate
Location: Boaz Campus

BUS 175	Retailing	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 263	Legal/Social Environment or Business	3	_____
BUS 271	Business Statistics I	3	_____
BUS 285	Principles of Marketing	3	_____
BUS 296	Business Internship	3	_____
CIS 146	Microcomputer Applications	3	_____
ENG 101	Written Composition	3	_____
MTH 100	Intermediate College Alegbra	3	_____
OAD 230 or 246	Computerized Desktop Publishing or Office Graphics and Presentations	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Marketing
Short Certificate
Location: Boaz Campus

ENG 101	English Composition I	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____
CIS 146 or MTH 100 or higher	Microcomputer Applications or Intermediate College Alegbra or higher level	3	_____
BUS 175	Retailing	3	_____
OAD 230 or 246	Computerized Desktop Publishing or Office Graphics Presentations	3	_____
BUS 263	Legal/Social Environment or Business	3	_____
BUS 285	Principles of Marketing	3	_____
BUS 296	Business Internship	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Medical Billing and Coding
Certificate
Location: Boaz Campus

This program is designed to prepare students for employment in medical/clinical settings. Emphasis is upon developing competency in producing, processing, and coding various types of medical records.

BIO 120	Medical Terminology	3	_____
BIO 201	Human Anatomy I	4	_____
BIO 202	Human Anatomy II	4	_____
CIS 146	Microcomputer Applications	3	_____
ENG 101	Written Composition	3	_____
HIT 230	Medical Coding Systems I	3	_____
HIT 232	Medical Coding Systems II	3	_____
HPS 107	Trends and Issues Related to Health Sciences	1	_____
HPS 110	Introduction to Healthcare	2	_____
MTH 116	Mathmatical Applications	3	_____
OAD 125	Word Processing	3	_____
OAD 215	Health Information Management	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 38

Medical Billing and Coding
Short Certificate
Location: Boaz Campus

This program is designed to prepare students for employment in medical/clinical settings. Emphasis is upon developing competency in producing, processing, and coding various types of medical records.

BIO 120	Medical Terminology	3	_____
BIO 201	Human Anatomy I	4	_____
BIO 202	Human Anatomy II	4	_____
HIT 230	Medical Coding Systems I	3	_____
HIT 232	Medical Coding Systems II	3	_____
HPS 107	Trends and Issues Related to Health Sciences	1	_____
HPS 110	Introduction to Healthcare	2	_____
OAD 125	Word Processing	3	_____
OAD 215	Health Information Management	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 26

MSSC Certified Production Technician (CPT)
Short Certificate
Location: Marshall Technical School, Dual Enrollment

INT 261	MSSC Safety	3	_____
INT 262	MSSC Quality Practices and Measurement	3	_____
INT 263	MSSC Manufacturing Processes and Production Course	3	_____
INT 264	MSSC Maintenance Awareness Course	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 12

Non-Profit Administration
Certificate
Location: Boaz Campus

BUS 147 or 276	Introduction to Finance or Human Resource Management	3	_____
BUS 215	Business Communication	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 263	Legal/Social Environment or Business	3	_____
BUS 275	Principles of Management	3	_____
BUS 285	Principles of Marketing	3	_____
BUS 296	Business Internship	3	_____
CIS 146	Microcomputer Applications	3	_____
ENG 101	Written Composition	3	_____
MTH 100	Intermediate College Alegbra	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 33

Non-Profit Administration
Short Certificate
Location: Boaz Campus

BUS 263	Legal/Social Environment or Business	3	_____
BUS 147 or 276	Introduction to Finance or Human Resource Management	3	_____
BUS 275	Principles of Management	3	_____
BUS 285	Principles of Marketing	3	_____
BUS 296	Business Internship	3	_____
CIS 146 or MTH 100	Microcomputer Applications or Intermediate College Algebra	3	_____
ENG 101	Written Composition	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Office Administration
Certificate
Location: Boaz Campus

CIS 146	Microcomputer Applications	3	_____
ENG 101	Written Composition	3	_____
MTH 116	Mathmatical Applications	3	_____
OAD 103	Intermediate Keyboarding III	3	_____
OAD 110	Computer Navigation	3	_____
OAD 125	Word Processing	3	_____
OAD 126	Advanced Word Processing	3	_____
OAD 138	Records and Information Management	3	_____
OAD 233 or 242	Trends in Office Technology or Office Internship	3	_____
OAD 243	Spreadsheet Applications	3	_____
OAD 244	Database Applications	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 36

Office Administration
Short Certificate
Location: Boaz Campus

OAD 103	Intermediate Keyboarding III	3	_____
OAD 110	Computer Navigation	3	_____
OAD 125	Word Processing	3	_____
OAD 126	Advanced Word Processing	3	_____
OAD 138	Records and Information Management	3	_____
OAD 233 or 242	Trends in Office Technology or Office Internship	3	_____
OAD 243	Spreadsheet Applications	3	_____
OAD 244	Database Applications	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Power Plant
Certificate
Location: Aviation College, Albertville

ENG 101	English Composition I	3	_____
MTH 100	Intermediate College Algebra or higher level	3	_____
AMP 120	Engine Theory and Propellers	5	_____
AMP 121	Reciprocating Engine Systems	5	_____
AMP 122	Reciprocating Engine Overhaul	5	_____
AMP 123	Reciprocating Engine Inspections	5	_____
AMP 124	Turbine Engine Theory	5	_____
AMP 125	Turbine Engine Overhaul	5	_____
AMT 100	Technical Preparation	5	_____
AMT 101	Basic Electricity	5	_____
AMT 102	Materials and Processes	5	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 51

Reciprocating Engines
Short Certificate
Location: Aviation College, Albertville

AMP 120	Engine Theory and Propellers	5	_____
AMP 121	Reciprocating Engine Systems	5	_____
AMT 100	Technical Preperation	5	_____
AMT 101	Basic Electricity	5	_____
AMT 102	Materials and Processes	5	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 25

Social Media
Short Certificate
Location: Boaz Campus

ART 180	Introduction to Graphic Design	3	_____
MCM 102	Writing for the Mass Media	3	_____
MCM 211	Social Media Strategies	3	_____
MCM 250	Mass Communication Practicum	1-3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 10-12

Software Application Specialist
Certificate
Location: Boaz Campus

This program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in an office environment. Emphasis is upon developing competency in order to complete the MOS certification exams.

CIS 146	Microcomputer Applications	3	_____
ENG 101	Written Composition	3	_____
MTH 116	Mathmatical Applications	3	_____
OAD 103	Intermediate Keyboarding	3	_____
OAD 110	Computer Navigation	3	_____
OAD 125	Word Processing	3	_____
OAD 126	Advanced Word Processing	3	_____
OAD 243	Spreadsheet Applications	3	_____
OAD 244	Database Applications	3	_____
OAD 246	Office Graphics and Presentations	3	_____
OAD 247	Special Projects (Advanced Spreadsheet Applications)	3	_____
CIS 157	Introduction to App Development with Swift	3	_____
CIS 220	App Development with Swift I	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 42

Software Application Specialist
Short-Term Certificate
Location: Boaz Campus

This program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in an office environment. Emphasis is upon developing competency in order to complete the MOS certification exams.

OAD 125	Word Processing	3	_____
OAD 126	Advanced Word Processing	3	_____
OAD 243	Spreadsheet Applications	3	_____
OAD 244	Database Applications	3	_____
OAD 246	Office Graphics and Presentations	3	_____
OAD 247	Special Projects (Advanced Spreadsheet Applications)	3	_____
CIS 157	Introduction to App Development with Swift	3	_____
CIS 220	App Development with Swift I	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Web Technology Fundamentals
Short-Term Certificate
Location: Boaz Campus

CIS 117	Database Management Software	3	_____
CIS 161	Introduction Networking Communications	3	_____
CIS 207	Web Development	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 9

Health Science Degree Requirements

256.840.4185 | lbrock@snead.edu

The Health Science Division of Snead State Community College offers students the opportunity to earn an Associate in Applied Science degree or a Short-Term Certificate. These programs prepare students for immediate employment in well-paying occupations. The special nature of Health Science programs necessitates additional admissions, progress, and program requirements beyond those for most programs.

Special Admission Requirements

- **Associate in Applied Science Degree Nursing (ADN) - Standard option**

  The Associate in Applied Science Degree Nursing (ADN) program is a five-semester program. The ADN curriculum includes content that allows students to attain knowledge and understanding of the prevention of illness; maintenance, promotion and restoration of health; safe and effective care environment; and psychological integrity of individuals across the life span. Critical thinking, nursing process, communication, safety, client education, ethical-legal issues, health-illness, growth and development, current trends in health care, and pharmacology are core themes used to develop content within the curriculum. The ADN curriculum incorporates general education courses along with the nursing courses. The nursing courses include classroom instruction, campus laboratory, and clinical experiences in varied health care facilities.

  Completion of the Associate in Applied Science Degree Nursing Program leads to the awarding of the Associate in Applied Science degree. Following graduation, the student may be eligible to take the National Council of State Boards of Nursing Licensure Examination-RN (NCLEX-RN) and to apply for a state registered nurse license. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

- **Mobility LPN to ADN Program**

  The Mobility LPN to ADN program provides opportunity for the LPN to obtain an Associate in Applied Science Degree. This program allows qualified LPNs to enter the fourth semester of the ADN curriculum after completion of the NUR 209 transition course, and mobility students complete the program in three semesters. Upon completion of the LPN to RN Mobility Program, 15 credit hours will be awarded for the LPN Program. Following graduation, the student may be eligible to take the National Council of State Boards of Nursing Licensure Examination-RN (NCLEX-RN) and to apply for a state registered nurse license. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

Other Admission Requirements

A student who seeks admission to the nursing program must satisfy certain requirements beyond those imposed on students seeking admission to other SSCC programs. These requirements differ so that students have an adequate academic background that will give the greatest opportunity for success in a complex curriculum that progresses in a sequential order. Admission to the college does not guarantee admission to the nursing program.

Applicants are admitted to the Associate in Applied Science Degree Nursing (ADN) program annually in the Fall. Applicants to the Mobility LPN to Associate in Applied Science Degree Nursing program are admitted in the Spring. Applicants should consult with a nursing advisor well in advance of the date they plan to apply for admission to the nursing program to allow time to meet the admission requirements.

- Minimum Standards for the Associate in Applied Science Degree Nursing (ADN) Program include:
  1. Unconditional admission to the college.
  2. Meet the ADN application deadline of May 15 at 4:00 p.m.
  3. Applications received after deadline will not be considered.
  4. A minimum of 2.50 GPA calculated based on grades earned in Pre-Nursing General Education courses.

5. A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
6. Eligibility for:
    - English 101 and Math 100 determined by college policy.
7. Good standing with the College.
8. Meeting the essential functions required for nursing throughout the program.
9. Completion of the ACT with a minimum composite score of 18 prior to application. There is no expiration date on ACT scores for nursing application purposes.
10. Students are selected for admission into the ADN program based on academic performance and a predetermined number of slots. Meeting minimum requirements does not guarantee acceptance into the program. Since class size is limited, students with the strongest academic record will be selected.
11. Applicants will be notified, in writing, of acceptance into the ADN program.

- Minimum Admission Standards for the Mobility LPN to Associate in Applied Science Degree Nursing (ADN) Program include:
    1. Unconditional admission to Snead State Community College.
    2. Meet the appropriate Mobility application deadline: October 1 at 4:00 p.m.
    3. Applications received after the deadline will not be considered.
    4. A minimum of 2.50 GPA calculated based on grades earned in Pre-Nursing General Education courses.
    5. Good standing with Snead State Community College.
    6. Meeting the essential functions required for nursing throughout the program.
    7. Completion of the ACT with a minimum composite score of 18 prior to application. There is no expiration date on ACT scores for nursing application purposes.
    8. Have completed the following courses with a grade of "C" or higher:
        - MTH 100 or higher
        - BIO 201 Human Anatomy and Physiology I
        - BIO 202 Human Anatomy and Physiology II.
        - ENG 101 English Composition
        - PSY 210 Human Growth and Development
        - SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking
    9. Possess and maintain a current, active, and unencumbered Alabama LPN license. Applicants to the Fort Benning LPN to RN Mobility program must possess and maintain a current, active, and unencumbered Georgia LPN license. Proof must be on file.
    10. Students are selected for admission into the Mobility LPN to ADN program based on academic performance and a predetermined number of slots. Meeting minimum requirements does not guarantee acceptance into the program. Since class size is limited, students with the strongest academic record will be selected.
    11. Applicants will be notified, in writing, of acceptance into the Mobility program.

ACCS Nursing Programs Essential Functions

The Alabama Community College System endorses the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing

programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The list of essential functions for nursing programs will be provided to each student who declares intent to major in one of the career/technical programs.

- Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to:

Brittany Goble
Director of Student Support Services and Engagement/
ADA Coordinator
Office: Academic Success Center
Snead State Community College
P.O. Box 734, Boaz, AL 35957
256.840.4208
ada@snead.edu

- **Program Requirements**

1. Students have direct contact with patients and other health care workers in affiliated health care agencies, therefore, they are expected to have and maintain a satisfactory level of health, including freedom from chemical dependency and communicable diseases. Students must be able to fully participate in the approved program of classroom studies and campus and clinical laboratory experiences.

   A completed physical, indicating that an applicant is in satisfactory mental and physical health and is free of any infectious disease, must be completed and signed by a licensed physician or certified nurse practitioner. The form must be submitted prior to beginning the first clinical nursing course.

2. Since the nursing curriculum includes direct patient care, students must meet the essential standards with or without reasonable accommodations. These standards relate to physical, mental, and emotional capabilities of prospective students and must be signed by the student and on file in the nursing office. Additional health criteria may be required by clinical agencies.

   Students must notify the Director of Health Sciences of any significant changes in health, including pregnancy. The faculty reserves the right at any time to require an additional medical examination at the student's expense in order to evaluate the student's ability to perform the academic/clinical requirements.

3. A student who is hospitalized for any existing health problem must submit a statement from the physician/primary health care pro-

vider indicating ability to continue in the nursing program.

4. Students will be required, at their own expense, to have an annual drug and/or alcohol screen. Drug screening will be performed at a time and place determined by the Director/Faculty. In addition, a student may be required to submit to drug and/or alcohol screening for cause by a certified laboratory designated by the College. If a drug and/or alcohol screen is positive or if the Medical Review Officer documents that a student's prescribed medication could pose a safety risk in safety-sensitive positions, the student will be dismissed from the nursing program.
5. Students must show proof of background screen from a company designated by the College prior to beginning the first clinical nursing course. Students with positive background checks will be unable to continue in the nursing program.
6. Clinical agencies require students to pass drug screening and background checks. Compliance with this requirement and satisfactory findings are essential for clinical placement and progression.
7. Students must submit proof of immunization and positive titers for the following (at the student's expense) prior to beginning the nursing program:
    - MMR (Measles, Mumps, Rubella) - If given prior to 1969, must be repeated.
    - Varicella (Chickenpox)
    - Hepatitis B Vaccination - series of three injections.
    - Two-Step PPD (tuberculin test) required for initial TB screening. After the initial screening, a PPD test must be completed annually.
    - Tetanus - Within previous 10 years.
    - Influenza immunization within the first semester of the program and annually.
8. Pay required annual premiums for nursing student liability (malpractice) insurance specified by the nursing program prior to the beginning the first clinical nursing course.
9. Purchase regulation Snead State nursing student uniforms and other equipment necessary for participation in the nursing program.
10. Pay required HESI Testing fees each semester.
11. Possess current certification in cardiopulmonary resuscitation at the healthcare provider level (BCLS), prior to first clinical nursing course. Community CPR is not acceptable. This certification must remain current throughout the program. American Heart Association and American Red Cross accepted.
12. In addition, the student will abide by the individual health care facility policies and procedures. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program.
13. Because neither the college nor affiliated clinical agencies provide health care for students, each student is required to show proof of health insurance prior to beginning the first clinical nursing course.
14. Nursing students are not eligible for wages or workers compensation from either college or the healthcare facility since the student is not an employee of either party.
15. All students (transfer students, mobility students, readmission students, and all new admission students) will be required to pass a dosage calculation exam prior to administering medications in clinical. Students will be given two attempts to score a 90% or above. Failure to pass the dosage calculation exam will result in failure to meet course objectives and will result in lack of progression in the nursing program.

- Alabama Community College System Nursing Education Program Progression Policy

  In order to continue in the nursing program, the student must:

  1. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA.

  Grading scale for nursing courses

  A = 90-100

  B = 80-89

  C = 75-79

  D = 60-74

  F = 59 and below

  2. Be acceptable by clinical agencies for clinical experiences.
  3. Maintain current CPR at the health care provider level.
  4. Unless completed previously, students must complete all required general education courses according to the Alabama Community College System Nursing Education curriculum.
  5. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
  6. Students must successfully complete the program:
     - Within eight semesters for ADN students.
     - Within five semesters for LPN to RN Mobility students.
  7. If a student withdraws from, makes a D, or F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on space available.
  8. Students whose progression through the nursing program is interrupted and who desire to be reinstated must schedule an appointment with the nursing director to discuss reinstatement. To be eligible for reinstatement, a student must:
     - Apply for readmission to the college if not currently enrolled;
     - Submit an application following normal admission guidelines. Readmission application should be received by the appropriate date based on the following deadlines: Fall - June 1 at 4 p.m.; Spring - October 1 at 4 p.m.; and Summer - February 1 at 4 p.m.
     - May be required to validate skills and knowledge;
     - Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.
  9. Nursing non-progression is defined as failure of one or more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.
  10. Reinstatement to the nursing program is not guaranteed even if a student meets all requirements for reinstatement. Reinstatement may be denied due to, but not limited to, any of the following circumstances:
      - Space is unavailable in the course to which the student wishes reinstatement. (Students in regular progression have enrollment priority for clinical sites.)
      - Grade point average is less than 2.0 from courses completed at current College.
      - Refusal by clinical agencies to accept the student for clinical experiences.
      - Failure to demonstrate competency in all previous nursing courses successfully completed.
      - Over twelve months have elapsed since the student was enrolled in a nursing course.
      - Student has been dismissed from the program.
  11. A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.
  12. A student who withdraws from a specific program (ADN/Mobility) can apply for admis-

sion as a new student to any nursing program within the Alabama Community College System, provided:

- The student meets current entry requirements;
- The student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.

13. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

- **Nursing Transfer Policy**

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer to other institutions.

1. Criteria for Transfer
    - Must meet minimum admission standards for the nursing program.
    - Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer. (GPA is calculated only on the most recent 24 credit hours.)
    - Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program by the application deadline.
    - Must comply with all program policy requirements at accepting institution.
    - Complete at least 25 percent of the nursing program required courses for degree/certificate at the accepting institution.
    - Must meet acceptability criteria for placement at clinical agencies for clinical experience.
    - Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
    - Student selection for transfer is based on GPA in nursing program required courses.

- **Licensure Information RN**

Upon satisfactory completion of the requirements of the nursing program, the graduate will be eligible to apply to the State Board of Nursing for licensure as a nurse. Legal requirements for licensure in Alabama may be found in the Code of Alabama, 1975, as amended, Sec. 31-21-21, 34-21, 25. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the Alabama Board of Nursing, State of Alabama, Montgomery, Alabama, 36130. For more information, visit the ABN website at *www.abn.alabama.gov*.

The nursing student shall comply with legal, moral and legislative standards, in accordance with the Alabama Law Regulating Practice of Registered Nursing as stated below:

"The Board shall have the power to deny, revoke, or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee: is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations."

Nursing (RN)
Associate in Applied Science Degree
Location: Boaz Campus

Area I	Written Composition		3	
ENG 101	English Composition I		3	_____
Area II	Humanities and Fine Arts		6	
SPH	SPH 106 OR 107		3	_____
Elective	ENG 251, 252, 261, 262, PHL 106, 206, REL 100, 151, 152		3	_____
Area III	Natural Science and Mathematics		15	
MTH 100 or Higher level math	MTH 100, 110, 112, 113, 125		3	_____
BIO 201	Human Anatomy and Physiology I		4	_____
BIO 202	Human Anatomy and Physiology II		4	_____
BIO 220	General Microbiology		4	_____
Area IV	History, Social, and Behavioral Sciences		3	
PSY 210	Human Growth and Development		3	_____
				_____
Area V	Pre-Professional, Major, and Elective Courses		39	
NUR 112	Fundamental Concepts of Nursing		7	_____
NUR 113	Nursing Concepts I		8	_____
NUR 114	Nursing Concepts II		8	_____
NUR 115	Evidence Based Clinical Reasoning		2	_____
NUR 211	Advanced Nursing Concepts		7	_____
NUR 221	Advanced Evidence Based Clinical Reasoning		7	_____
TOTAL HOURS REQUIRED FOR DEGREE			66	

Mobility LPN-To-Associate Degree Nursing
Associate in Applied Science Degree
Location: Boaz Campus

Area I	Written Composition		3	
ENG 101	English Composition I		3	_____
Area II	Humanities and Fine Arts		6	
SPH	SPH 106 OR 107		3	_____
Elective	ENG 251, 252, 261, 262, PHL 106, 206, REL 100, 151, 152		3	_____
Area III	Natural Science and Mathematics		15	
MTH 100 or Higher level math	MTH 100, 110, 112, 113, 125		3	_____
BIO 201	Human Anatomy and Physiology I		4	_____
BIO 202	Human Anatomy and Physiology II		4	_____
BIO 220	General Microbiology		4	_____
Area IV	History, Social, and Behavioral Sciences		3	
PSY 210	Human Growth and Development		3	_____
				_____
Area V	Pre-Professional, Major, and Elective Courses		39	
NUR 209	Concepts for Healthcare Transition Students		10	_____
*Upon completion of NUR 209 with a grade of 75% or higher, fifteen non-traditional credit hours will be awarded			15	_____
NUR 211	Advanced Nursing Concepts		7	_____
NUR 221	Advanced Evidence Based Clinical Reasoning		7	_____
TOTAL HOURS REQUIRED FOR DEGREE			66	

Nursing Assistant/Home Health Aide
Short-Term Certificate
Location: Boaz Campus

The Nursing Assistant/Home Health Aide short certificate program provides the student with the necessary theory, laboratory, and clinical experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of the certificate program, students may apply for certification with the National Nurse Aide Assessment Program (NNAAP) and take the NNAAP examination. Students that have completed the certificate must pass both the written and skills portions of the NNAAP examination in order to be certified and listed on the Alabama Nurse Aide Registry.

Documentation requirements prior to clinical rotations:

- *Current immunization records*
- *Clear background screening from company used by SSCC Health Sciences Department*
- *Clear drug screening from company used by SSCC Health Sciences Department*

NAS 120	Fundamentals of Nursing Assistant/Home Health Aide	7	_____
NAS 121	Fundamental of Nursing Assistant/Home Health Aide Clinical	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 10

Cost of the Nursing Assistant/Home Health Aid Short-Term Certificate Program

TUITION: $1,670

BOOKS: $90

STETHOSCOPE KIT: $70

UNIFORM: $40

CERIFICATION EXAM: $110

BACKGROUND CHECK: $40

DRUG SCREEN: $35

TOTAL: $2,055

Course Descriptions

2020-2022



Snead State offers a diverse and challenging curriculum that provides the education and training students need to pursue their careers. Classes are available both on-campus and online to offer flexibility to students juggling their coursework with their life responsibilities.

Official Symbols

The following course abbreviations are the official symbols used by Snead State Community College:

ACT	Accounting Technology
AGR	Agriculture
AMP	Aviation Maintenance Power Plant
AMT	Aviation Maintenance Technology
ART	Art
AST	Astronomy
AVM	Aviation Management
BIO	Biology
BUS	Business
CHD	Child Development
CHM	Chemistry
CIS	Computer Science
CRJ	Criminal Justice
ECO	Economics
EET	Electronic Engineering Technology
ELT	Electrical Technology
ENG	English and Literature
GEO	Geography
HEC	Home Economics
HED	Health Education
HIS	History
HIT	Health Information Technology
HOC	Horticulture
HPS	Health Sciences
HUM	Humanities
IDS	Interdisciplinary Studies
INT	Industrial Maintenance Technology
MCM	Mass Communications
MST	Management and Supervision
MTH	Mathematics
MTT	Machine Tool Technology
MUL	Music Class Performance Instruction and Music Ensembles
MUP	Music Individual Performance Instruction
MUS	Music
NAS	Nursing Assistant/Home Health Aide
NUR	Nursing
OAD	Office Administration
PED	Physical Education
PHL	Philosophy
PHS	Physical Science
PHY	Physics
POL	Political Science
PSY	Psychology
REL	Religion
SOC	Sociology
SPA	Spanish
SPH	Speech Communication
THR	Theater Arts
WKO	Workplace Skills

Credit Hours Definition

Snead State operates within the Alabama Community College System (ACCS) and adheres to the ACCS Board of Trustees policies and procedures for determining credit hours awarded for courses and programs. Additionally, the College also adheres to the Federal definition of a credit hour as being an amount of work represented in intended learning outcomes and verified as evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2. At least an equivalent amount of work as required in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Snead State uses the semester credit hour as the unit of credit for all coursework. A semester credit hour is based upon the average weekly number of hours of instruction during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact. Courses taught in fewer than fifteen weeks have weekly contact hours increased so that the total amount of contact time for the course is constant.

Courses that are taught in online or blended formats are designed by faculty in such a way that the activities, assessments, and time investment required by the students are equivalent to those in the on-campus sections of the same course. The division directors for each academic division review online and blended courses with faculty to verify that they are equivalent to their traditional counterparts as a part of the course evaluation process.

All courses at Snead State Community College are taken from the ACCS Course Directory in accordance with ACCS Policy 717.01. The ACCS Course Directory provides a comprehensive system of common course names, numbers, and descriptions which include the amount of credit hours and categories of instruction associated with each course. The precise ratio of weekly contact hours to credit hours varies according to the categories of instruction within a course as defined in the Chancellor's Procedures for ACCS Policy 705.01.

Course Descriptions

Accounting Technology (ACT)

256.840.4163 | mjackson@snead.edu

ACT 249. PAYROLL ACCOUNTING 3 cr. hrs.

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls. Prerequisite: None. Code: Career/Technical.

ACT 253. INDIVIDUAL INCOME TAX 3 cr. hrs.

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemption, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual. Prerequisite: None. (Online Only). Code: Career/Technical.

Agriculture (AGR)

256.840.4188 | vscott@snead.edu

AGR 152. LANDSCAPE CONSTRUCTION 3 cr. hrs.

This course is designed to enhance student's skills needed to perform specific tasks related to ornamental horticulture. Topics are based on the season of the year in which the course is taught and the activities currently being performed by workers in the industry. Students are given the opportunity to demonstrate their ability to perform the seasonal application taught in the course. Prerequisite: As required by program. Code C.

AGR 200. INTRODUCTION TO ANIMAL DAIRY SCIENCE 3 cr. hrs.

This course concerns the importance of livestock to agriculture and to the nutrition of people. Livestock terminology, selection, reproduction, nutrition, management, marketing, and species characteristics of beef cattle, swine, sheep, and horses are emphasized. Prerequisite: None. Code C.

AGR 215. AGRIBUSINESS MANAGEMENT 3 cr. hrs.
This course focuses on practices essential to establishing and maintaining an agribusiness. Topics include personnel management, finance, customer service, insurance, and record keeping. Upon course completion, students will demonstrate an understanding of the requirements to comply with mandated state and federal regulations, manage employees, and meet consumer demands. Prerequisite: None. Code C.

Aviation Maintenance Power Plant (AMP)

256.571.0623 | jlowery@snead.edu

AMP 120. ENGINE THEORY AND PROPELLERS
5 cr. hrs., Lec. 2, Lab 6

This course provides an overview of the theory, construction, and operation of aircraft reciprocating engines and the physical laws and characteristics governing propeller operation. Emphasis is placed on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. Upon completion, students should understand the inspection, service, and repair requirements of reciprocating engines; be able to demonstrate an understanding of propeller fundamentals; and remove, troubleshoot, and install propellers. Prerequisite: AMT 100, AMT 101, and AMT 102, or equivalent. Code: Career/Technical.

AMP 121. RECIPROCATING ENGINE SYSTEMS
5 cr. hrs., Lec. 2. Lab 6

This course focuses on the inspection, troubleshooting, and repair of reciprocating engine systems. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion, students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems. Prerequisite: AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical.

AMP 122. RECIPROCATING ENGINE OVERHAUL
5 cr. hrs., Lec. 2, Lab 6

This course is a study of theory, construction, operation, and timing mechanisms associated with aircraft reciprocating power plant; overhaul to include disassembly, cleaning, measuring, inspecting, reassembly and troubleshooting in accordance with appropriate FAA and manufacturers' regulations and practices. Emphasis is placed on overhauling a reciprocating engine. Upon completion, students should be able to overhaul a reciprocating engine. Prerequisite: AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical.

AMP 123. RECIPROCATING ENGINE INSPECTION
5 cr. hrs., Lec. 2, Lab 6

This course is a study of engine instruments, electrical systems, ignition systems and aircraft Power plant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the theory of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of power plant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines. Prerequisite: AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical.

AMP 124. TURBINE ENGINE THEORY AND INSPECTIONS 5 cr. hrs., Lec. 2, Lab 6

This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Boroscope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine. Prerequisite: AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical.

AMP 125. TURBINE ENGINE SYSTEMS OVERHAUL
5 cr. hrs., Lec. 2, Lab 6

This course provides a study of turbine engine systems. Emphasis is placed on starter, ignition, anti-ice, fire detection, and fire extinguishing systems. Upon completion, students should be able to troubleshoot, and repair turbine engine systems; remove and install engines in test cell and airframes; explain engine analysis and troubleshooting techniques; and describe correct procedures for rigging and running a turbine engine. Prerequisites: AMT100, AMT101, and AMT 102. Code: Career/Technical.

Aviation Maintenance Technology (AMT)

256.571.0623 | jlowery@snead.edu

AMT 100. TECHNICAL PREPARATION

5 cr. hrs., Lec. 2, Lab 6

This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications. Prerequisite: None. Code: Career/Technical.

AMT 101. BASIC ELECTRICITY

5 cr. hrs., Lec. 2, Lab 6

This course provides a study in electricity. Emphasis is placed on alternating current (AC) and direct current (DC) circuits and controls, electrical measurements, electrical test equipment, aircraft batteries, fundamental electronics, and semiconductor devices. Upon completion, students should be able to solve problems associated with electrical measurements, use basic electrical test equipment, and service aircraft batteries. Prerequisite: None. Code: Career/Technical.

AMT 102. MATERIALS AND PROCESSES

5 cr. hrs., Lec. 2, Lab 6

This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. Upon completion, students should be able to perform non-destructive tests, use precision measuring tools, fabricate and install rigid and flexible fluid lines, select hardware and fuels, handle and secure an aircraft, and identify, read, create and interpret aircraft drawings. Prerequisite: None. Code: Career/Technical.

AMT 110. NON-METALLIC STRUCTURES AND WELDING **5 cr. hrs., Lec. 2, Lab 6**

This course is a study of repairs to non-metallic aircraft surfaces and structures and welding. Emphasis is placed on repairs to fabric surfaces and to wood, composite, and steel structures. Upon completion, students should be able to repair fabric surfaces and apply finishing materials, make repairs to wood structures, layout and form composite structures, and make repairs to steel structures using various welding methods. Prerequisite: AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical.

AMT 111. AIRCRAFT SHEET METAL STRUCTURES

5 cr. hrs., Lec. 2, Lab 6

This course introduces aircraft sheet metal repairs. Emphasis is placed on the use of proper procedures, tools, and materials to complete sheet metal repairs. Upon completion, students should be able to install conventional rivets; form, layout, and bend sheet metal; install special rivets and fasteners; inspect and repair sheet metal structures. Prerequisite AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical.

AMT 112. AIRFRAME SYSTEMS I

5 cr. hrs., Lec. 2, Lab 6

This course introduces aircraft electrical, communication, and navigation systems and components. Emphasis is placed on inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating and direct current electrical systems. Upon completion, students should know the operation and theory of generators, alternators, and starters; be able to fabricate wiring; and inspect, troubleshoot, and repair lighting, communication, and navigation systems. Prerequisite: AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical.

AMT 113. AIRFRAME SYSTEMS II

5 cr. hrs., Lec. 2, Lab 6

This course introduces aircraft inclement weather control, fire protection and fuel systems as well as cabin environmental control, and instrumentation. Emphasis is placed on theory and skills necessary to inspect, service, maintain and troubleshoot. Upon completion, students should be able to inspect, repair, troubleshoot and understand operating principles of ice and rain removal, fire protection, cabin environmental, instruments and fuel systems. Prerequisite: AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical.

AMT 114. AIRFRAME SYSTEMS III

5 cr. hrs., Lec. 2, Lab 6

This course introduces the theory of operation of various hydraulic and pneumatic components and systems, landing gear systems, and various position and warning systems. Emphasis is on testing, inspecting, troubleshooting, and servicing hydraulic and pneumatic system components, wheel and brake systems, and position and warning systems. Upon completion, students should be able to inspect, troubleshoot, and repair

hydraulic and pneumatic power systems, aircraft wheels and tires, aircraft landing gear systems, anti-skid and electrical braking systems, and position and warning systems. Prerequisite: AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical.

AMT 115. AIRFRAME SYSTEMS IV

5 cr. hrs., Lec. 2, Lab 6

This course introduces aircraft structural assembly and rigging, helicopters, and required inspections. Emphasis is placed on skills required to inspect, service, maintain, and troubleshoot airframes, airframe systems, and components and assemble and rig aircraft structures. Upon completion, students should be able to inspect, repair, troubleshoot, assemble and rig aircraft structures and determine conditions of airframes, airframe systems, and components. Prerequisite: AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical.

Art (ART)

256.840.4147 | *bhudson@snead.edu*

ART 100. ART APPRECIATION 3 cr. hrs.

This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life. Prerequisite: None. Code A.

ART 113. DRAWING I 3 cr. hrs., Lab. 6

This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects. Prerequisite: None. Code B.

ART 114. DRAWING II 3 cr. hrs., Lab. 6

This course advances the students' drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings. Prerequisite: ART 113. Code B.

ART 121. TWO-DIMENSIONAL COMPOSITION I

3 cr. hrs., Lab. 6

This course introduces the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangement and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. Prerequisite: Determined by instructor. Prerequisite: None. Code B.

ART 127. THREE-DIMENSIONAL COMPOSITION

3 cr. hrs., Lab. 6

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion students should demonstrate basic technical skills and a personal awareness of creative potential inherent in three-dimensional art forms. Prerequisites: ART 113 or ART 121. Code B.

ART 133. CERAMICS I 3 cr. hrs., Lab. 6

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics. Prerequisite: None. Code C.

ART 173. PHOTOGRAPHY I 3 cr. hrs., Lab. 6

This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetics aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history. Prerequisite: None. Code C.

ART 176. FILM MAKING 3 cr. hrs., Lab. 6

This course provides a knowledge of the basics of film making. Emphasis is placed on procedure, equipment, editing and sound. Upon completion, students should

demonstrate a basic knowledge of film making through critical analysis and film projects. Prerequisite: None. Code C.

ART 180. INTRODUCTION TO GRAPHIC DESIGN
3 cr. hrs., Lab. 6

This course is a general introduction to graphic design. Topics include history, processes, and production design. Upon completion, students should understand the concepts used to create media graphics. This course is designed for Technical majors and is not intended to transfer to a higher educational institution. Prerequisite: None. Code C.

ART 203. ART HISTORY I **3 cr. hrs.**

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion students should be able to communicate knowledge of time period and chronological sequence including knowledge of themes, styles and of the impact of society on the arts. Prerequisite: None. Code A.

ART 204. ART HISTORY II **3 cr. hrs.**

This course covers a study of the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts. Prerequisite: None. Code A.

ART 233. PAINTING I **3 cr. hrs., Lab. 6**

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting. Prerequisite: ART 113, ART 121, and/or as required by program. Code B.

ART 234. PAINTING II **3 cr. hrs., Lab. 6**

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. Prerequisite: ART 233. Code B.

ART 291. SUPERVISED STUDY IN STUDIO ART I
3 cr. hrs., Lab. 3-12

This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion the student should have a greater expertise in a particular area of art. Prerequisite: None. Code C.

ART 299. ART PORTFOLIO **3 cr. hrs., Lab. 3-12**

This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills. Prerequisite: None. Code C.

Astronomy (AST)

256.840.4137 | *drhoden@snead.edu*

AST 220. INTRODUCTION TO ASTRONOMY
4 cr. hrs., Lec. 3, Lab. 2

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required. Prerequisite: None. Code A.

Aviation Management (AVM)

256.571.0623 | jlowery@snead.edu

AVM 140. FCC RULES AND REGULATIONS 2 cr. hrs.

This course provides instruction on the pertinent rules and regulations of the Federal Communications Commission (FCC). Emphasis is placed on the relationship of FCC rules and regulations to the practice of avionics and electronics in the aviation industry. Upon completion, students should be able to apply rules and regulations and take the basic FCC certification examination. Prerequisite: None. Code Career/Technical.

Biology (BIO)

256.840.4137 | drhoden@snead.edu

BIO 103. PRINCIPLES OF BIOLOGY I
4 cr. hrs., Lec. 3, Lab. 2

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, an overview of the diversity of life with a survey viruses, prokaryotes, and the protists. A 120-minute laboratory is required. Prerequisite: None. Code A.

BIO 104. PRINCIPLES OF BIOLOGY II
4 cr. hrs., Lec. 3, Lab. 2

This course is an introduction to the basic ecological and evolutionary relationships of plants, fungi, and animals and a survey of plant, fungi, and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required. Prerequisite: BIO 103. Code A.

BIO 120. MEDICAL TERMINOLOGY 3 cr. hrs.

This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required. Prerequisite: None. Code C.

BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I
4 cr. hrs., Lec. 3, Lab. 2

This course covers the structure and function of the human body. Included is an orientation of the human body; a study of cells and tissues, joints, the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. Prerequisite: None. Code B.

BIO 202. HUMAN ANATOMY AND PHYSIOLOGY II
4 cr. hrs., Lec. 3, Lab. 2

This course covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electrolytes, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. Prerequisite: BIO 201. Code B

BIO 220. GENERAL MICROBIOLOGY
4 cr. hrs., Lec. 2, Lab. 4

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture identification, and control. Two 120-minute laboratories per week are required. Prerequisite: None. Code B.

BIO 250. DIRECTED STUDIES IN BIOLOGY I
1-4 cr. hrs., Lab. 2-8

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor. Prerequisite: Permission of instructor. Code C.

BIO 251. DIRECTED STUDIES IN BIOLOGY II
1-4 cr. hrs., Lab. 2-8

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor. Prerequisite: BIO 250. Code C.

Business (BUS)

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BUS 146. PERSONAL FINANCE 3 cr. hrs.

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases. Prerequisite: None. Code C.

BUS 147. INTRODUCTION TO FINANCE 3 cr. hrs.

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy. Prerequisite: None. Code C.

BUS 150. BUSINESS MATH 3 cr. hrs.

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value. Prerequisite: None. Code C.

BUS 175. RETAILING 3 cr. hrs.

This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management. Prerequisite: None. Code C.

BUS 177. SALESMANSHIP 3 cr. hrs.

This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior. Prerequisite: None. Code C.

BUS 178. PURCHASING 3 cr. hrs.

This course provides an overview of the principles of purchasing for resale. Topics include buying techniques, market buying systems, financial management of purchasing departments, market information systems, and problems confronting retail and wholesale buyers. Prerequisite: None. Code C.

BUS 179. TRENDS IN DISTRIBUTION 3 cr. hrs.

This course provides an overview of the distribution function. Topics include changing trends in distribution, problems created in areas of marketing, and ways to capitalize on latest distribution patterns. Prerequisite: None. Code C.

BUS 186. ELEMENTS OF SUPERVISION 3 cr. hrs.

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating. Prerequisite: As required by program. Code C.

BUS 215. BUSINESS COMMUNICATION 3 cr. hrs.

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications. Prerequisite: None. Code C.

BUS 241. PRINCIPLES OF ACCOUNTING I 3 cr. hrs.

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis. Prerequisite: None. Code B.

BUS 242. PRINCIPLES OF ACCOUNTING II 3 cr. hrs.

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision making. Prerequisite: BUS 241. Code B.

BUS 246. ACCOUNTING ON THE MICROCOMPUTER 3 cr. hrs.

This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions. Prerequisite: BUS 242. Code C.

BUS 263. THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS 3 cr. hrs.

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property. Prerequisite: None. Code B.

BUS 271. BUSINESS STATISTICS I 3 cr. hrs.

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction of hypothesis testing. Prerequisite: MTH 100 or equivalent placement score. Code B.

BUS 272. BUSINESS STATISTICS II 3 cr. hrs.

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory. Prerequisite: BUS 271. Code B.

BUS 275. PRINCIPLES OF MANAGEMENT 3 cr. hrs.

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications. Prerequisite: None. Code B.

BUS 276. HUMAN RESOURCE MANAGEMENT 3 cr. hrs.

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees. Prerequisite: None. Code C.

BUS 285. PRINCIPLES OF MARKETING 3 cr. hrs.

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. Prerequisite: None. Code B.

BUS 296. BUSINESS INTERNSHIP I 3 cr. hrs.

This two-course sequence allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract. Prerequisite: Minimum of 6 semester hours in business and minimum GPA of 2.0 (C). Code C.

BUS 298. DIRECTED STUDIES I 1-3 cr. hrs.

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. Prerequisite: Instructor approval. Code C.

Chemistry (CHM)

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CHM 104. INTRODUCTION TO INORGANIC CHEMISTRY 4 cr. hrs., Lec. 3, Lab. 3

This is a survey of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required. Prerequisite: MTH 098 or equivalent math placement score. Code A.

CHM 105. INTRODUCTION TO ORGANIC CHEMISTRY 4 cr. hrs., Lec. 3, Lab. 3

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required. Prerequisite: CHM 104 or CHM 111. Code A.

CHM 111. COLLEGE CHEMISTRY I

4 cr. hrs., Lec. 3, Lab. 3

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. Prerequisite: MTH 112 or equivalent math placement score. Code A.

CHM 112. COLLEGE CHEMISTRY II

4 cr. hrs., Lec. 3, Lab. 3

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibrium, acids and bases, ionic equilibrium of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, and introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. Prerequisite: CHM 111. Code A.

CHM 221. ORGANIC CHEMISTRY I

4 cr. hrs., Lec. 3, Lab. 3

This course is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Prerequisite: CHM 112. Code B.

CHM 222. ORGANIC CHEMISTRY II

4 cr. hrs., Lec. 3, Lab. 3

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Prerequisite: CHM 221. Code B.

CHM 250. DIRECTED STUDIES IN CHEMISTRY

3 cr. hrs.

This course is designed for independent study in specific areas of chemistry, chosen in consultation with a faculty member, and carried out under faculty supervision. This course may be repeated three times for credit. Prerequisite: Permission of the instructor. Code C.

Child Development (CHD)

256.840.4163 | bhudson@snead.edu

CHD 100. INTRODUCTION OF EARLY CARE AND EDUCATION OF CHILDREN 3 cr. hrs.

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings. Prerequisite: None. Code C.

CHD 201. CHILD GROWTH AND DEVELOPMENT PRINCIPLES 3 cr. hrs.

This course is a systematic study of child growth and development from conception through early childhood, with focus on infant and toddler. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that supports physical, social, emotional, language, cognitive, and aesthetic development. **PSY 210 or PSY 211 may be used as a suitable substitute for this course for AAT and AAS degree programs at the discretion of the college.** Prerequisite: None. Code C.

CHD 202. CHILDREN'S CREATIVE EXPERIENCES 3 cr. hrs.

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. On completion, student will be able to select and implement creative and age-appropriate experiences for young children. Prerequisite: None. Code C.

CHD 203. CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT 3 cr. hrs.

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children. Prerequisite: None. Code C.

CHD 204. METHODS AND MATERIALS FOR TEACHING CHILDREN 3 cr. hrs.

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments. Prerequisite: None. Code C.

CHD 205. PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN 3 cr. hrs.

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children. Prerequisite: None. Code C.

CHD 206. CHILDREN'S HEALTH AND SAFETY 3 cr. hrs.

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Prerequisite: None. Code C.

CHD 208. ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS 3 cr. hrs.

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record keeping techniques, and identify elements of a developmentally appropriate program. Prerequisite: None. Code C.

CHD 209. INFANT AND TODDLER EDUCATION PROGRAMS 3 cr. hrs.

This course focuses on child development from infancy to thirty months of age with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical and intellectual development. Upon completion, student should be able to plan infant-toddler programs and environments which are appropriate and supportive of the families and the children. Prerequisite: None. Code C.

CHD 210. EDUCATING CHILDREN WITH EXCEPTIONAL NEEDS 3 cr. hrs.

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children. Prerequisite: None. Code C.

CHD 215. SUPERVISED PRACTICAL EXPERIENCE IN EARLY CHILDHOOD 3 cr. hrs., Lab. 6

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course. This course cannot be taken during a student's first semester. Prerequisite: None. Code C.

CHD 217. MATH AND SCIENCE FOR YOUNG CHILDREN 3 cr. hrs.

This course provides students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about integrated curriculum. Prerequisite: None. Code C.

CHD 222. SOCIAL STUDIES FOR CHILDREN 3 cr. hrs.

This course takes a global approach to the theory and practice of teaching social studies to young children. It includes methods and materials used for teaching geography, history, the arts and multicultural education using an integrated curriculum approach. The application of theoretical and philosophical concepts will be emphasized, as students are required to participate in both in-class demonstrations and laboratory experiences. Prerequisite: None. Code C.

Computer Science (CIS)

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CIS 117. DATABASE MANAGEMENT SOFTWARE APPLICATIONS 3 cr. hrs.

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. Prerequisite: None. Code C.

CIS 130. INTRODUCTION TO INFORMATION SYSTEMS 3 cr. hrs.

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Prerequisite: None. Code B.

CIS 146. COMPUTER APPLICATIONS 3 cr. hrs.
This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will prepare students for professional certifications. Prerequisite: None. Code B.

CIS 157. INTRODUCTION TO APP DEVELOPMENT WITH SWIFT 3 cr. hrs., Lec. 1, Lab. 4

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system. Prerequisite: None. Code C.

CIS 161. INTRODUCTION TO NETWORKING COMMUNICATIONS 3 cr. hrs.

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. Prerequisite: None. Code C.

CIS 162. ADVANCED NETWORKING 3 cr. hrs., Lec. 2, Lab 2

This course exposes students to networking concepts in increased breadth and depth. Advanced topics in networking architecture, operations and configuration are covered, as well as management and troubleshooting of common wired and wireless network devices. Also included is an introduction to network security, current industry standards and best practices and emerging technologies such as unified communications, mobile, cloud and virtualization technologies. Upon successful completion of this course, students will be able to demonstrate the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot wired and wireless networks. **This course, in combination with CIS 161 will prepare the student to sit for the CompTIA Network+ certification exam.** Prerequisite: CIS 161. Code C.

CIS 171. LINUX I 3 cr. hrs.

This course presents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration. Prerequisite: None. Code C.

CIS 201. INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS 3 cr. hrs.

This course presents fundamental programming concepts. Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs. This course is a suitable substitution for the programming core of the AAT and AAS CIS programs. Prerequisite: None. Code C.

CIS 202. PYTHON PROGRAMMING 3 cr. hrs.

This course is an introduction to the Python programming language. Topics include input and output, decision structures, repetition structures, functions, working with files, strings, object-oriented programming and inheritance. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Prerequisite: None. Code C.

CIS 207. WEB DEVELOPMENT 3 cr. hrs.

This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and Java Script. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. Prerequisite: None. Code C.

CIS 214. SECURITY ANALYSIS (PEN TESTING) 3 cr. hrs.

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the po-

sition of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions. Prerequisite: None. Code C.

CIS 220. APP DEVELOPMENT WITH SWIFT I
3 cr. hrs., Lec. 1, Lab. 4

This is the first of two courses designed to teach specific skills related to app development using Swift language. Prerequisite: None. Code C.

CIS 227. APP DEVELOPMENT WITH SWIFT II
3 cr. hrs., Lec. 1, Lab. 4

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps. Prerequisite: CIS 220. Code C.

CIS 245. CYBER DEFENSE 3 cr. hrs.

The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection. Prerequisite: None. Code C.

CIS 251. C++ PROGRAMMING 3 cr. hrs.

This course is an introduction to the C++ programming language including object oriented programming. Topics include problem solving and design, control structures, objects and events, uder interface construction, and document and program testing. Prerequisite: None. Code C.

CIS 259. ADVANCED MOBILE APP DEVELOPMENT: 3 cr. hrs.

This course serves as a capstone class for app development. Students will conceived, design, develop and deploy a finished app for mobile platforms using specified app development software. Prerequisite: None. Code C.

CIS 260. NETWORK SECURITY AND RISK MANAGEMENT 3 cr. hrs., Lec. 2, Lab 2

This course exposes students to essential concepts of networking security and IT risk management. Topics include design, protocols and administrative principles of secure networks, identification and elimination of threats and vulnerabilities, compliance and operational security, access control and identity management, application, data and host security, cryptography and current and evolving issues in network security. Upon successful completion of this course, students will be able to demonstrate the knowledge and skills necessary to identify security issues, to mitigate and deter threats, to apply security controls and to implement and maintain an organization's security policies. **This course prepares students to sit for the CompTIA Security+ certification exam.** Prerequisite: None. Code B.

CIS 267. ENTERPRISE VIRTUALIZATION 3 cr. hrs.

This course is designed to provide students with the knowledge and skills required to implement enterprise visualization. Students will gain hands-on experience installing, configuring, and managing enterprise virtualization technologies. Prerequisite: None. Code C.

CIS 268. SOFTWARE SUPPORT 3 cr. hrs.

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. Prerequisite: None. Code C.

CIS 269. HARDWARE SUPPORT 3 cr. hrs.

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. Prerequisite: None. Code c.

CIS 277. NETWORK SERVICES ADMINISTRATION 3 cr. hrs.

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address manage-

ment, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks. Prerequisite: None. Code C.

CIS 280. NETWORK SECURITY 3 cr. hrs.

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures. Prerequisite: None. Code C.

CIS 282. COMPUTER FORENSICS 3 cr. hrs.

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification. Prerequisite: None. Code C.

CIS 284. CIS INTERNSHIP 3 cr. hrs.

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience. Prerequisite: Permission of instructor. Code C.

CIS 287. SQL SERVER 3 cr. hrs.

This course will provide students with the technical skill required to install, configure, administer, and troubleshoot SQL Server client/server database management system. At the completion of this series, students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts uses in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server. Prerequisite: None. Code C.

CIS 294. SPECIAL TOPICS 3 cr. hrs.

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests. Prerequisite: None. Code C.

Criminal Justice (CRJ)

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CRJ 100. INTRODUCTION TO CRIMINAL JUSTICE 3 cr. hrs.

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities. Prerequisite: None. Code B.

CRJ 110. INTRODUCTION TO LAW ENFORCEMENT 3 cr. hrs.

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers. Prerequisite: None. Code B.

CRJ 150. INTRODUCTION TO CORRECTIONS
3 cr. hrs.

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered. Prerequisite: None. Code B.

CRJ 160. INTRODUCTION TO SECURITY 3 cr. hrs.

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security is covered. Prerequisite: None. Code B.

Economics (ECO)

256.840.4163 | MJACKSON@SNEAD.EDU

ECO 231. PRINCIPLES OF MACROECONOMICS
3 cr. hrs.

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economics issues or problems including international trade. Prerequisite: None. Code A.

ECO 232. PRINCIPLES OF MICROECONOMICS
3 cr. hrs.

This course is an introduction to the microeconomics theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics. Prerequisite: None. Code A.

Electrical Technology (ELT)

256.840.4166 | GRANDALL@SNEAD.EDU

ELT 118. COMMERCIAL/INDUSTRIAL WIRING I
3 cr. hrs., Lec. 2, Lab 4

This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. Prerequisite: None. Code Career/Technical.

Electronic Engineering Technology (EET)

256.840.4166 | GRANDALL@SNEAD.EDU

EET 207. INTRODUCTION TO ROBOTICS
3 cr. hrs.

This course provides an introduction to robots for students preparing to work in environments using robots. Topics covered include the service and repair of robots plus applications and uses of robots. Upon completion of this course and EET 212 a student will be able to program and operate a simple robot. Prerequisite: None. Code Career/Technical.

English and Literature (ENG)

256.840.4133 | CDENHAM@SNEAD.EDU

ENR 098. WRITING AND READING FOR COLLEGE
4 cr. hrs.

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course may include a one-hour lab component. Prerequisite: Appropriate placement score. Code Developmental.

ENG 099. INTRODUCTION TO COLLEGE WRITING
1 cr. hr.

This course is a corequisite English course paired with ENG 101. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of ENG 099 students. Prerequisite: Appropriate placement score of 17 or better on the ACT English subject area, or non-cognitive assessment measures (high school GPA, high school English grade), or ACCUPLACER writing exam score of 4. Code Developmental.

ENG 101. ENGLISH COMPOSITION I 3 cr. hrs.

English Composition I provides instruction and practice in the writing of at least four (4) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. Prerequisite: ACT English score of 18 (ACT English score of 17 with ENG 099 corequisite course), or an appropriate high school GPA and English IV grade, or an ACCUPLACER WritePlacer score of 5 (ACCUPLACER WritePlacer score of 4 with ENG 099 corequisite course), or successful completion of ENR 098 (or ENR 094) with a grade "C" or higher. Code A.

ENG 102. ENGLISH COMPOSITION II 3 cr. hrs.

English Composition II provides instruction and practice in the writing of at least four formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. Prerequisite: A grade of "C' or higher in ENG 101. Code A.

ENG 251. AMERICAN LITERATURE I 3 cr. hrs.

This course is a survey of American literature from its beginnings to the mid-nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Prerequisite: ENG 102. Code A.

ENG 252. AMERICAN LITERATURE II 3 cr. hrs.

This course is a survey of American literature from the mid-nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Prerequisite: ENG 102. Code A.

ENG 261. ENGLISH LITERATURE I 3 cr. hrs.

This course is a survey of English/British literature from its inception to the end of the eighteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Prerequisite: ENG 102. Code A.

ENG 262. ENGLISH LITERATURE II 3 cr. hrs.

This course is a survey of English/British literature from the late eighteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Prerequisite: ENG 102. Code A.

ENG 271. WORLD LITERATURE I 3 cr. hrs.

This course is a survey of world literature from its inception to the mid-seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Prerequisite: ENG 102. Code A.

ENG 272. WORLD LITERATURE II 3 cr. hrs.

This course is a survey of world literature from the mid-seventeenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Prerequisite: ENG 102. Code A.

ENG 299. DIRECTED STUDIES IN LANGUAGE AND LITERATURE 1-3 cr. hrs.

This course, which may be repeated for credit so long as the topics differ, provides the student the opportunity to study an English-language or literary topic chosen by the student in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student will demonstrate knowledge of the topic through either a written or an oral presentation. Prerequisite: Permission of instructor. Code C.

Geography (GEO)

256.840.4137 | drhoden@snead.edu

GEO 100. WORLD REGIONAL GEOGRAPHY
3 cr. hrs.

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials. Prerequisite: None. Code A.

GEO 101. PRINCIPLES OF PHYSICAL GEOGRAPHY I
4 cr. hrs., Lec. 3, Lab. 2

Physical Geography I is the first in a two part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required. Prerequisite: None. Code A.

GEO 102. PRINCIPLES OF PHYSICAL GEOGRAPHY II
4 cr. hrs., Lec. 3, Lab. 2

Physical Geography II is the second in a two part sequence including topics such as landforms, landscapes, soil, and vegetation of the earth. Laboratory is required. Prerequisite: GEO 101. Code A.

Health Education (HED)

256.840.4137 | drhoden@snead.edu

HED 224. PERSONAL AND COMMUNITY HEALTH
3 cr. hrs.

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized. Prerequisite: None. Code B.

HED 231. FIRST AID **3 cr. hrs.**

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. Prerequisite: None. Code B.

Health Information Technology (HIT)

256.840.4178 | ksnyder@snead.edu

HIT 230. MEDICAL CODING SYSTEMS I **3 cr. hrs.**

This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). Prerequisite: None. Code Career/Technical.

HIT 232. MEDICAL CODING SYSTEMS II **3 cr. hrs.**

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes, analyzing actual medical records to identify data elements to be coded; validating coded clinical information, DRG assignment and case mix/severity of illness data. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). Prerequisite: HIT 230. Code Career/Technical.

Health Sciences (HPS)

256.840.4188 | vscott@snead.edu

HPS 107. TRENDS AND ISSUES IN HEALTH SCIENCE
1 cr. hr.

This course is an overview of current trends and issues common to the health-related disciplines. Emphasis is placed on ethical, legal, educational, economic, cultural, social, and regulatory trends and issues influencing health care. Upon completion of this course, the student should be able to compare and contrast the effects that trends and issues have on health-related disciplines and client care. Prerequisite: None. Code Career/Technical.

HPS 110. INTRODUCTION TO HEALTH CARE 2 cr. hrs.

This interdisciplinary course focuses on topics in health care which are common to health care disciplines. Emphasis is placed on communication, client/employee safety, psychosocial aspects of health care, health care delivery systems, professionalism, ethical/legal issues in health care, historical perspectives of various health care professions, and medical terminology. Prerequisite: None. Code Career Technical.

History (HIS)

256.840.4163 | MJACKSON@SNEAD.EDU

HIS 101. WESTERN CIVILIZATION I 3 cr. hrs.

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from its earliest beginnings to the early modern era. Prerequisite: None. Code A.

HIS 102. WESTERN CIVILIZATION II 3 cr. hrs.

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from the early modern era to the present. Prerequisite: None. Code A.

HIS 121. WORLD HISTORY I 3 cr. hrs.

This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era. Prerequisite: None. Code A.

HIS 122. WORLD HISTORY II 3 cr. hrs.

This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present. Prerequisite: None. Code A.

HIS 201. UNITED STATES HISTORY I 3 cr. hrs.

This course surveys United States history from the pre-Columbian period to the Civil War era. Prerequisite: None. Code A.

HIS 202. UNITED STATES HISTORY II 3 cr. hrs.

This course surveys United States history from the Civil War era to the Modern era. Code A.

Home Economics (HEC)

256.840.4187 | DRHODEN@SNEAD.EDU

HEC 140. PRINCIPLES OF NUTRITION 3 cr. hrs.

This course introduces students to the principles of nutrition and the role and functions of nutrients to man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. Prerequisite: None. Code B.

Horticulture (HOC)

256.840.4137 | DRHODEN@SNEAD.EDU

HOC 110. INTRODUCTION TO HORTICULTURE 3 cr. hrs.

This course provides students with foundational knowledge relative to the horticulture profession. Specific topics include information regarding the horticulture industry, safety practices, basic botany, and general plant care and culture. Prerequisite: None. Code Career/Technical.

Humanities (HUM)

256.840.4133 | CDENHAM@SNEAD.EDU

HUM 101. INTRODUCTION TO HUMANITIES I 3 cr. hrs.

This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. Prerequisite: None. Code A.

HUM 299. PTK HONORS COURSE 1 cr. hr.

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty. Code A.

Industrial Maintenance Technology (INT)

256.840.4166 | grandall@snead.edu

INT 100. MATHEMATICS FOR INDUSTRIAL TECHNICIANS 3 cr. hrs

This course is designed to provide an understanding of basic mathematical concepts used in an industrial setting. Topics include the arithmetic of whole numbers, fractions, and decimals; basic ration, proportion, and percent; application problems in industrial maintenance. Prerequisite: None. Code Career/Technical.

INT 113. INDUSTRIAL MOTOR CONTROL I
3 cr. hrs, Lec. 1, Lab 4

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push button stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push button stations and understand complex motor control diagrams. Prerequisite: None. Code Career/Technical.

INT 114. BASIC ELECTRICITY
3 cr. hrs, Lec. 2, Lab 2

This course provides an introduction to direct current (DC) and alternating current (AC) electrical theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC and AC circuits are examined. Students are prepared to analyze complex circuits, solve for unknown circuit variables and use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot electrical circuits. Emphasis is placed on the use of a scientific calculator, the operation of common test equipment, and the physical wiring of electrical circuits. Prerequisite: None. Code Career/Technical.

INT 117. PRINCIPLES OF INDUSTRIAL MECHANICS
3 cr. hrs, Lec. 2, Lab 2

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. Prerequisite: None. Code Career/Technical.

INT 118. FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS
3 cr. hrs, Lec. 2, Lab. 2

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. Prerequisite: None. Code Career/Technical.

INT 127. PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS 3 cr. hrs. Lec. 2, Lab 2

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems. Prerequisite: None. Code: Career/Technical

INT 134. INDUSTRIAL MAINTENANCE WELD/ METAL CUT TECH 3 cr. hrs, Lec. 2, Lab 2

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal

welding and cutting techniques necessary for repairing and maintaining industrial equipment. Prerequisite: None. Code Career/Technical.

INT 184. INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS
3 cr. hrs., Lec. 2, Lab 2

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. Prerequisite: None. Code Career/Technical.

INT 211. INDUSTRIAL MOTORS II
3 cr. hrs., Lec. 1, Lab 4

This course focuses on advanced information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform advanced maintenance on various types of motors. Prerequisite: INT 113. Code: Career/Technical.

INT 218. SPECIAL LAB IN HYDRAULICS AND PNEUMATICS 2 cr. hrs., Lab 4

This course provides specialized instruction in maintaining and troubleshooting Hydraulic and Pneumatic systems. Topics include safe component removal and installation, schematic reading and diagramming, and theoretical calculations. Prerequisite: INT 118. Code Career/Technical.

INT 261. MSSC SAFETY COURSE 3 cr. hrs.

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include:

- Work in a safe and productive manufacturing workplace
- Perform safety and environmental inspections
- Perform emergency drills and participate in emergency teams
- Identify unsafe conditions and take corrective action
- Provide safety orientation for all employees
- Train personnel to use equipment safely
- Suggest process and procedures that support safety of work environment
- Fulfill safety and health requirements for maintenance, installation and repair
- Monitor safe equipment and operator performance
- Utilize effective, safety-enhancing workplace practices

Students completing this course will receive an MSSC certificate in Safety. Students completing courses INT 261, 262, 263 and 264 will receive the Certified Production Technician credential. Prerequisite: None. Code: Career/Technical.

INT 262. MSSC QUALITY PRACTICES AND MEASUREMENT COURSE 3 cr. hrs.

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include:

- Participate in periodic internal quality audit activities
- Check calibration of gages and other data collection equipment
- Suggest continuous improvements
- Inspect materials and product/process at all stages to ensure they meet specifications
- Document the results of quality problems
- Communicate quality problems
- Take corrective actions to restore or maintain quality
- Record process outcomes and trends
- Identify fundamentals of blueprint reading
- Use common measurement systems and precision measurement tools

Students completing this course will receive an MSSC certificate in quality practices and measurement. Students completing courses INT 261, 262, 263 and 264 will receive the Certified Production Technician credential. Prerequisite: None. Code: Career/Technical.

INT 263. MSSC MANUFACTURING PROCESSES AND PRODUCTION COURSE 3 cr. hrs.

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include

- Identify customer needs
- Determine resources available for the production process
- Set up equipment for the production process
- Set team production goals
- Make job assignments
- Coordinate work flow with team members and other work groups
- Communicate production and material requirements and product specifications
- Preform and monitor the process to make the product
- Document product and process compliance with customer requirements
- Prepare final product for shipping or distribution

Students completing this course will receive an MSSC certificate in manufacturing processes and production. Students completing courses INT 261, 262, 263 and 264 will receive the Certified Production Technician credential. Prerequisite: None. Code: Career/Technical

INT 264. MSSC MAINTENANCE AWARENESS COURSE 3 cr. hrs.

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include

- Prepare preventative maintenance and routine repair
- Monitor indicators to ensure correct operations
- Perform all housekeeping to maintain production schedule
- Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
- electrical systems;
- pneumatic systems
- hydraulic systems;
- machine automation systems
- lubrication systems
- bearings and couplings

Students completing this course will receive an MSSC certificate in maintenance awareness. Students completing courses INT 261, 262, 263 and 264 will receive the Certified Production Technician credential. Prerequisite: None. Code: Career/Technical

INT 284. ADVANCED PROGRAMMABLE LOGIC CONTROLLERS 3 cr. hrs.

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system. Prerequisite: INT 184. Code: Career/Technical.

INT 292. COOPERATIVE EDUCATION 3 cr. hrs., Lab 6

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Prerequisite: Permission of instructor. Code Career/Technical.

Management and Supervision (MST)

256.840.4188 | vscott@snead.edu

MST 209. PHYSICAL SUPPLY AND DISTRIBUTION MANAGEMENT 3 cr. hrs.

This course provides a comprehensive study of current logistics systems. Topics include organizing and analyzing logistics information, forecasting potential logistical problems, and making recommendations to coordinate actions to resolve problems. Prerequisite: None. Code C.

Mass Communications (MCM)

256.840.4133 | cdenham@snead.edu

MCM 100. INTRODUCTION TO MASS COMMUNICATION 3 cr. hrs.

This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society. Prerequisite: None. Code B.

MCM 102. WRITING FOR THE MASS MEDIA 3 cr. hrs.

Introduction to the technique, form, style, and content of writing for the mass media with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications. Prerequisite: None. Code B.

MCM 211. SOCIAL MEDIA STRATEGIES 3 cr. hrs.

This course focuses on how social media can be an effective tool in the workplace. Topics covered include how to collect, analyze and share data from social media; what tools can be used to collect data; advertising on social media and measuring its effectiveness; and making social media interactive. Upon completion of the course, students will have a better understanding of how to use social media in advertising and marketing. Prerequisite: None. Code B.

MCM 250. MASS COMMUNICATION PRACTICUM 1-3 cr. hrs., Lab. 2-6

This course provides practical experience in media through supervised part- or full-time employment with a newspaper, radio, or television station, or public relations/advertising agency. Prerequisite: None. Code B.

Mathematics (MTH)

256.840.4160 | ccolvin@snead.edu

MTH 098. ELEMENTARY ALGEBRA 4 cr. hrs.

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics. Prerequisite: Appropriate placement score. Code Developmental.

MTH 099. SUPPORT FOR INTERMEDIATE COLLEGE ALGEBRA 1-2 cr. hrs.

This Learning Support course provides corequisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics. Prerequisite: Appropriate mathematics placement score or MTH 098. Corequisite: MTH 100. Code Developmental.

MTH 100. INTERMEDIATE COLLEGE ALGEBRA 3 cr. hrs.

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics. Prerequisite: MTH 098 or appropriate mathematics placement score. Corequisite: MTH 099 if required. Code B.

MTH 110. FINITE MATHEMATICS 3 cr. hrs.

This course is intended to give an overview of topics in finite mathematics together with their applications and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices, and their applications to Markov chains and decisions theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications. Prerequisite: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics score or a grade of "C" or higher in Intermediate College Algebra. Code A.

MTH 112. PRECALCULUS ALGEBRA 3 cr. hrs.

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction. Prerequisite: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score or a grade of "C" or better in Intermediate College Algebra. Code A.

MTH 113. PRECALCULUS TRIGONOMETRY 3 cr. hrs.

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas. Prerequisite: Grade of "C" or higher in MTH 112 or appropriate placement score. Code A.

MTH 116. MATHEMATICAL APPLICATIONS 3 cr. hrs.

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. The course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving. Prerequisite: None. Code C.

MTH 120. CALCULUS AND ITS APPLICATIONS 3 cr. hrs.

This course is intended to give a broad overview of calculus. It includes limits, differentiation, and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming. Prerequisite: Grade of "C" or higher in MTH 112 or MTH 113. Code A.

MTH 125. CALCULUS I 4 cr. hrs.

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus. Prerequisite: All core mathematics courses in Alabama must have a minimum Prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher MTH 113 or MTH 115. Code A.

MTH 126. CALCULUS II 4 cr. hrs.

This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates, and parametric equations, lines and planes in space, and vectors in the plane and in space. Prerequisite: Grade of "C" or higher in MTH 125. Code A.

MTH 131. MATHEMATICS IN GENERAL EDUCATION I 3 cr. hrs.

This course is designed for general education and for all students in education programs except those who will concentrate on science or mathematics. Emphasis is on the structure of the number system from the integers to the real numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and the metric system. This course does not apply toward the general core requirement for mathematics for the Associate in Science program and is not intended to transfer. This course is intended to satisfy the mathematics requirement for students seeking an AAS degree or a Certificate. Prerequisite: None. Code C.

MTH 227. CALCULUS III 4 cr. hrs.

This course is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives

(including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem). Prerequisite: MTH 126 with a "C" or better. Code A.

MTH 231. MATH FOR THE ELEMENTARY TEACHER I 3 cr. hrs.

This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems. Prerequisite: Grade of "C" or higher in MTH 100 or appropriate placement score. Code B.

MTH 232. MATH FOR THE ELEMENTARY TEACHER II 3 cr. hrs.

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations. Prerequisite: Grade of "C" or higher in MTH 100 or appropriate placement score. Code B.

MTH 237. LINEAR ALGEBRA 3 cr. hrs.

This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares, and the diagonalization of symmetric matrices. Prerequisite: Grade of "C" or higher in MTH 126. Code A.

MTH 238. APPLIED DIFFERENTIAL EQUATIONS I 3 cr. hrs.

This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered. Prerequisite: Grade of "C" or higher in MTH 227. Code A.

MTH 265. ELEMENTARY STATISTICS 3 cr. hrs.

This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications. Prerequisite: Grade of "C" or higher in MTH 100 or appropriate placement score. Code B.

Music Ensembles (MUL)

256.840.4147 | BHUDSON@SNEAD.EDU

Group instruction is available in piano, voice, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals..

MUL 101-02; 201-02 CLASS PIANO I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code C.

MUL 111-12; 211-12 CLASS VOICE I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code C.

MUL 121-122; 221-22 CLASS STRINGS 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code C.

MUL 131-32; 231-32 CLASS WOODWINDS I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code C.

MUL 141-42; 241-42 CLASS BRASS I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code C.

MUL 151-152; 251-52 CLASS PERCUSSION
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code C.

MUL 161-162; 261-62 CLASS FRETTED INSTRUMENTS 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code C.

MUL 170-171-270-271 MUSIC WORKSHOP I, II, III, IV 1-3 cr. hrs. each, Lab. 2-6

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble. Prerequisite: Courses in sequence. Code C.

MUL 172-173-272-273 MUSICAL THEATRE WORKSHOP I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role. Prerequisite: Courses in sequence. Code C.

The following courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goal of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

MUL 180-81; 280-81 CHORUS I, II, III, IV
2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code B.

MUL 184-85; 284-85 JAZZ/SHOW CHOIR I, II, III, IV
2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code B.

MUL 190-91; 290-91 CONCERT BAND I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code B.

MUL 192-93; 292-93 INSTRUMENTAL ENSEMBLE I, II, III, IV 2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code B.

MUL 196-97; 296-97 JAZZ/SHOW BAND I, II, III, IV
2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence. Code B.

Individual Performance Instruction (MUP)

256.840.4147 | BHUDSON@SNEAD.EDU

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

MUP 101-02; 201-02 PRIVATE PIANO I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 111-12; 211-12 PRIVATE VOICE I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 121-22; 221-22 PRIVATE VIOLIN I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 123-24; 223-24 PRIVATE VIOLA I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 133-34; 233-34 PRIVATE GUITAR I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 141-42; 241-42 PRIVATE FLUTE I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 143-44; 243-44 PRIVATE CLARINET I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 145-46; 245-46 PRIVATE SAXOPHONE
I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 161-62; 261-62 PRIVATE TRUMPET I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 163-64; 263-64 PRIVATE FRENCH
HORN I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 171-72; 271-72 PRIVATE
TROMBONE I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 175-76; 275-76 PRIVATE
TUBA I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

MUP 181-82; 281-82 PRIVATE PERCUSSION
I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence. Code B.

Music (MUS)

256.840.4147 | *bhudson@snead.edu*

MUS 100. CONVOCATION 1 cr. hr.

This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester. Prerequisite: None. Code C.

MUS 101. MUSIC APPRECIATION 3 cr. hrs.

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. Prerequisite: None. Code A.

MUS 110. BASIC MUSICIANSHIP 3 cr. hrs.

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music

background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony. Prerequisite: None. Corequisite: MUL 101. Code C.

MUS 111. MUSIC THEORY I 3 cr. hrs.

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Prerequisite: None. Corequisite: MUS 113 or MUL 102. Code B.

MUS 112. MUSIC THEORY II 3 cr. hrs.

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three and four part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Prerequisite: MUS 111. Corequisite: MUS 114. Code B.

MUS 113. MUSIC THEORY LAB I 1 cr. hr., Lab. 2

This course continues the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position. Prerequisite: None. Corequisite: MUS 111. Code B.

MUS 114. MUSIC THEORY LAB II 1 cr. hr., Lab. 2

This course continues the practical application of diatonic musical materials through sight singing, melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions. Prerequisite: MUS 113. Corequisite: MUS 112. Code B.

MUS 211. MUSIC THEORY III 3 cr. hrs.

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills. Prerequisite: MUS 112. Corequisite: MUS 213. Code C.

MUS 212. MUSIC THEORY IV 3 cr. hrs.

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and twentieth century practices and forms. Upon completion, students should be able to demonstrate competencies using chromatic harmony and basic twentieth-century techniques through analysis, writing, sight singing, dictation and keyboard skills. Prerequisite: MUS 211. Corequisite: MUS 214. Code C.

MUS 213. MUSIC THEORY LAB III 1 cr. hr., Lab. 2

This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing and play modulating melodies, rhythmic patterns with beat subdivisions and four-part chromatic harmony.

Prerequisite: MUS 114. Corequisite: MUS 211. Code C.

MUS 214. MUSIC THEORY LAB IV 1 cr. hr., Lab. 2

This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic and rhythmic patterns in simple, compound and asymmetric meters; chromatic chords and twentieth-century harmony. Upon completion, students should be able to write, sing and play chromatic and atonal melodies, complex rhythms and meters, four-part harmony and simple twentieth-century chord structures. Prerequisite: MUS 213. Corequisite: MUS 212. Code B.

MUS 296. DIRECTED STUDIES IN MUSIC I 1-2 cr. hrs.

This course deals with problems and practices associated with Music and Fine Arts performance and preparation. Activities and assignments may be arranged in conjunction with other disciplines in the Fine Arts. Students may be required to participate in and/or attend musical or other fine arts activities and productions. Prerequisite: Permission of instructor. Code C.

MUS 297. DIRECTED STUDIES IN MUSIC II1-2 cr. hrs.

This course deals with problems and practices associated with Music and Fine Arts performance and preparation. Activities and assignments may be arranged in conjunction with other disciplines in the Fine Arts. Students may be required to participate in and/or attend musical or other fine arts activities and productions. Prerequisite: Permission of instructor. Code C.

Nursing Assistant/Home Health Aide (NAS)

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NAS 120. FUNDAMENTALS OF NURSING ASSISTANT/ HOME HEALTH AIDE
7 cr. hrs., Theory 5, Lab. 4

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care. Prerequisite: None. Code Career/ Technical.

NAS 121. FUNDAMENTALS OF NURSING ASSISTANT/ HOME HEALTH AIDE CLINICAL
3 cr. hrs., Clin. 9

This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings. Corequisite: NAS 120. Code Career/ Technical.

Nursing (NUR)

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NUR 112. FUNDAMENTAL CONCEPTS OF NURSING
7 cr. hrs.

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care. Prerequisites: None. Corequisites: BIO 201, MTH 100 or higher. Code Career/ Technical.

NUR 113. NURSING CONCEPTS I 8 cr. hrs.

This courses teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to coordinator/manager of care, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance. Prerequisites: NUR 112, BIO 201, MTH 100 or higher. Corequisites: BIO 202, ENG 101, PSY 210. Code Career/Technical.

NUR 114. NURSING CONCEPTS II 8 cr. hrs.

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies. Prerequisites: NUR 113, ENG 101, BIO 202, PSY 210. Corequisites: NUR 115, SPH 106 or 107. Code Career/Technical.

NUR 115. EVIDENCE BASED CLINICAL REASONING 2 cr. hrs.

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains. Prerequisites: NUR 113, PSY 210, ENG 101, BIO 202. Corequisites: NUR 114, SPH 106 or 107. Code Career/Technical.

NUR 209. CONCEPTS FOR HEALTHCARE TRANSITION 10 cr. hrs.

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidence-based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan. Prerequisites: MTH 100 or higher, BIO 201, BIO 202, ENG 101, SPH 106 or 107, PSY 210. Code Career/Technical.

NUR 211. ADVANCED NURSING CONCEPTS 7 cr. hrs.

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies. Prerequisites: NUR 114, NUR 115, SPH 106 or 107. Corequisites: BIO 220. Code Career/Technical.

NUR 221. ADVANCED EVIDENCE BASED CLINICAL REASONING 7 cr. hrs.

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems. Prerequisites: BIO 220, NUR 211. Corequisites: Humanities elective. Code Career/Technical.

Office Administration (OAD)

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OAD 103. INTERMEDIATE KEYBOARDING 3 cr. hrs.

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. Prerequisite: None. Code C.

OAD 110. COMPUTER NAVIGATION 3 cr. hrs.

This course is designed to introduce the student to the MS Windows® environment through classroom instruction. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus. Prerequisite: None. Code C.

OAD 125. WORD PROCESSING 3 cr. hrs.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. Prerequisite: None. Code C.

OAD 126. ADVANCED WORD PROCESSING 3 cr. hrs.

This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents. Prerequisite: OAD 125. Code C.

OAD 134. CAREER AND PROFESSIONAL DEVELOPMENT 3 cr. hrs.

This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interviews, setting goals, conducting job searches, and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment. Prerequisite: None. Code C.

OAD 138. RECORDS AND INFORMATION MANAGEMENT 3 cr. hrs.

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. Prerequisite: None. Code C.

OAD 214. MEDICAL OFFICE PROCEDURES 3 cr. hrs.

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. Prerequisite: None. Code C.

OAD 215. HEALTH INFORMATION MANAGEMENT 3 cr. hrs.

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. Prerequisite: None. Code C.

OAD 218. OFFICE PROCEDURES 3 cr. hrs.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. Prerequisite: None. Code C.

OAD 230. COMPUTERIZED DESKTOP PUBLISHING 3 cr. hrs.

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents. Prerequisite: None. Code C.

OAD 233. TRENDS IN OFFICE TECHNOLOGY 3 cr. hrs.

This course is designed to research current trends in office technology. Emphasis is on advances in technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of

current technological applications for the modern office. Prerequisite: None. Code C.

OAD 242. OFFICE INTERNSHIP 3 cr. hrs., Lab. 6

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position. Prerequisite: Permission of instructor. Code C.

OAD 243. SPREADSHEET APPLICATIONS 3 cr. hrs.

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets. Prerequisite: None. Code C.

OAD 244. DATABASE APPLICATIONS 3 cr. hrs.

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports. Prerequisite: None. Code C.

OAD 246. OFFICE GRAPHICS AND PRESENTATIONS 3 cr. hrs.

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. Prerequisite: None. Code C.

Philosophy (PHL)

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PHL 106. INTRODUCTION TO PHILOSOPHY 3 cr. hrs.

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in a historical survey from the early Greeks to the modern era. Prerequisite: None. Code A.

PHL 206. ETHICS AND SOCIETY 3 cr. hrs.

This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. Prerequisite: None. Code A.

Physical Education (PED)

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PED 100. FUNDAMENTALS OF FITNESS 3 cr. hrs.

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities. Prerequisite: None. Code B.

PED 103. WEIGHT TRAINING (BEGINNING) 1 cr. hr., Activity: 2

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. Prerequisite: None. Code C.

PED 105. PERSONAL FITNESS 1 cr. hr., Activity: 2

This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition. Prerequisite: None. Code A.

PED 118. GENERAL CONDITIONING (BEGINNING) 1 cr. hr., Lab 2

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program. Prerequisite: None. Code A.

PED 119. GENERAL CONDITIONING (INTERMEDIATE) 1 cr. hr., Lab 2

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program. Prerequisite: PED 118. Code A.

PED 123. GOLF (BEGINNING) 1 cr. hr., Lab 2

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Prerequisite: None. Code C.

PED 133. TENNIS (BEGINNING) 1 cr. hr., Activity: 2

This course emphasized the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. Prerequisite: None. Code C.

PED 200. FOUNDATIONS OF PHYSICAL EDUCATION 3 cr. hrs.

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors. Prerequisite: None. Code B.

PED 227. ANGLING 1 cr. hr., Lab 2

This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using ballcaster and spinning reels and identify the various types of artificial lures. Prerequisite: None. Code C.

PED 251. VARSITY BASKETBALL1 cr. hr., Activity: 2

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball. Prerequisite: Permission of instructor. Code C.

PED 252. VARSITY BASEBALL 1 cr. hr., Activity: 2

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. Prerequisite: Permission of instructor. Code C.

PED 254. VARSITY SOFTBALL 1 cr. hr., Activity: 2

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. Prerequisite: Permission of instructor. Code C.

PED 255. VARSITY TENNIS 1 cr. hr., Activity: 2

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. Prerequisite: Permission of instructor. Code C.

PED 258. VARSITY VOLLEYBALL1 cr. hr., Activity: 2

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. Prerequisite: Permission of instructor. Code C.

Physical Science (PHS)

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PHS 111. PHYSICAL SCIENCE I4 cr. hrs., Lec. 3, Lab. 2

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. Prerequisite: MTH 098. Code A.

PHS 112. PHYSICAL SCIENCE II

4 cr. hrs., Lec. 3, Lab. 2

This course provides the non-technical student with an instruction to the basic principles of chemistry and physics. Laboratory is required. Prerequisite: MTH 098. Code A.

PHS 230. INTRODUCTION TO METEOROLOGY

4 cr. hrs., Lec. 3, Lab. 2

This course is an introductory survey of meteorology emphasizing the hydrologic cycle, cloud formation, weather maps, forecasting, and wind systems. Local weather systems will be given detailed study. Laboratory is required. Prerequisite: None. Code C.

Physics (PHY)

256.840.4137 | DRHODEN@SNEAD.EDU

PHY 115. TECHNICAL PHYSICS

4 cr. hrs., Lec. 3, Lab. 2

Technical physics is an algebra based physics course designed to utilize modular concepts to include motion, forces, torque, work energy, heat wave/sound, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to define motion and describe specific module concepts; utilize microcomputers to generate motion diagrams; understand the nature of contact forces and distinguish passive forces; work cooperatively to set-up laboratory exercises; and demonstrate applications of module-specific concepts. Prerequisite: MTH 100. Code C.

PHY 201. GENERAL PHYSICS I - TRIG BASED

4 cr. hrs., Lec. 3, Lab. 2

This course is designed to cover general physics at a level that assures previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required. Prerequisite: MTH 113 or equivalent. Code A.

PHY 202. GENERAL PHYSICS II - TRIG BASED

4 cr. hrs., Lec. 3, Lab. 2

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. Prerequisite: PHY 201. Code A.

PHY 213. GENERAL PHYSICS I WITH CAL

4 cr. hrs., Lec. 3, Lab. 2

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. Laboratory is required. Prerequisite: MTH 125. Code A.

PHY 214. GENERAL PHYSICS II WITH CAL

4 cr. hrs., Lec. 3, Lab. 2

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. Prerequisite: PHY 213. Code A.

Political Science (POL)

256.840.4163 | MJACKSON@SNEAD.EDU

POL 200. INTRODUCTION TO POLITICAL SCIENCE

3 cr. hrs.

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline and the basic political processes and Colleges of organized political systems. Topics include approaches to political

science, research methodology, the state, government, law, ideology, organized political influences, government bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and Colleges of contemporary political systems. Prerequisite: None. Code A.

POL 211. AMERICAN NATIONAL GOVERNMENT
3 cr. hrs.

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. Prerequisite: None. Code A.

Psychology
256.840.4163 | MJACKSON@SNEAD.EDU

PSY 200. GENERAL PSYCHOLOGY 3 cr. hrs.

The course is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes. Prerequisite: None. Code A.

PSY 210. HUMAN GROWTH AND DEVELOPMENT
3 cr. hrs.

This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death. Prerequisite: PSY 200. Code A.

PSY 230. ABNORMAL PSYCHOLOGY 3 cr. hrs.

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered. Prerequisite: PSY 200. Code C.

Religion (REL)
256.840.4133 | CDENHAM@SNEAD.EDU

REL 100. HISTORY OF WORLD RELIGIONS
3 cr. hrs.

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions of the world. Prerequisite: None. Code A.

REL 108. INTRODUCTION TO PREACHING MINISTRY 3 cr. hrs.

This course is a study of the meaning of preaching, the importance of the sermon. Included in the course is an introduction to the textual and topical resources for sermons. The student should understand and be able to prepare sermons. Prerequisite: None. Code C.

REL 151. SURVEY OF THE OLD TESTAMENT
3 cr. hrs.

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course. Prerequisite: None. Code A.

REL 152. SURVEY OF THE NEW TESTAMENT
3 cr. hrs.

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. Prerequisite: None. Code A.

Sociology (SOC)
256.840.4163 | MJACKSON@SNEAD.EDU

SOC 200. INTRODUCTION TO SOCIOLOGY 3 cr. hrs.

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior. Prerequisite: None. Code A.

SOC 210. SOCIAL PROBLEMS 3 cr. hrs.

This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research. Prerequisite: SOC 200. Code A.

Spanish (SPA)

256.840.4133 | cdenham@snead.edu

SPA 101. INTRODUCTORY SPANISH I 4 cr. hrs.

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Prerequisite: None. Code A.

SPA 102. INTRODUCTORY SPANISH II 4 cr. hrs.

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Prerequisite: SPA 101 or equivalent. Code A.

SPA 201. INTERMEDIATE SPANISH I 3 cr. hrs.

This course includes a review and further development of communication skills. Topics include reading of literary, historical, and/or cultural texts. Prerequisite: SPA 102 or equivalent. Code A.

SPA 202. INTERMEDIATE SPANISH II 3 cr. hrs.

This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. Prerequisite: SPA 201 or equivalent. Code A.

Speech Communication (SPH)

256.840.4133 | cdenham@snead.edu

SPH 106. FUNDAMENTALS OF ORAL COMMUNICATION 3 cr. hrs.

Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. Prerequisite: None. Code A.

SPH 107. FUNDAMENTALS OF PUBLIC SPEAKING 3 cr. hrs.

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performance are emphasized. Prerequisite: None. Code A.

Theater Arts

256.840.4147 | bhudson@snead.edu

THR 120. THEATER APPRECIATION 3 cr. hrs.

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions of modern media. Importance of playwright, actor, director, designer and technician to modern media is emphasized. Attendance at theater productions may be required. Prerequisite: None. Code A.

Workplace Skills (WKO)

256.840.4166 | grandall@snead.edu

WKO 101. WORKPLACE SKILLS 1 cr. hr.

This course emphasizes foundational information for students to develop knowledge and skills to prepare them for employment following completion of technical and academic programs. As part of this course students will participate in WorkKeys assessment and research related to the Labor Management Information (LMI). At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management. Prerequisite: None. Code: Career/ Technical

Workforce Development

256.840.4211 | twalker@snead.edu

The Workforce Development Division at Snead State Community College offers training opportunities designed to give you the skills you need to succeed. We provide personal enrichment classes, professional development opportunities, business and industry specific training and short-term skill training programs aimed at helping you obtain those skills needed in today's workforce. For more detailed information on specific training being offered each semester, please visit *www.snead.edu/workforce* or contact the Workforce Development staff.

Cherri Barnard
Workforce Development Specialist
256.840.4152
cbarnard@snead.edu

Teresa Walker
Director of Workforce Development
256.840.4211
twalker@snead.edu

In the event Snead State should experience the need for all in-person classes to transition to remote instruction due to the COVID-19 pandemic or other event warranting the need for such plans, such communication will be provided to the students. This communication will provide details to the program's remote instructional plan to complete the necessary theory, lab and/or clinical to meet the course objectives necessary for successful completion in a remote environment. For further information contact Teresa Walker, twalker@snead.edu, or Cherri Barnard, cbarnard@snead.edu.

Career Skills Training Program Calendar

Clinical Medical Assistant

Aug. 3, 2020 ..... Registration Opens
March 22, 2021 ..... Deadline to receive results from background screen
March 29, 2021 ..... Payment Deadline; Notification of WIOA/VA funding Deadline
April 6, 2021 ..... Class Orientation
April 12, 2021 ..... Last day to drop for full refund
April 13, 2021 ..... First day of class
April 13, 2021 ..... Last day to drop for 75% refund**
July 24, 2021 ..... CPT exam
Aug. 21, 2021 ..... NCRC exam
Nov. 11, 2021 ..... Veteran's Day Holiday*
Nov. 23-25, 2021 ..... Thanksgiving Holiday*
Dec. 16, 2021 ..... Last Class Day
Dec. 18, 2021 ..... CCMA exam

Phlebotomy Technician

Aug 3, 2020 ..... Registration Opens
March 22, 2021 ..... Deadline to receive results from background screen
March 29, 2021 ..... Payment Deadline; Notification of WIOA/VA funding Deadline
April 6, 2021 ..... Class Orientation
April 12, 2021 ..... Last day to drop for full refund
April 13, 2021 ..... First day of class
April 13, 2021 ..... Last day to drop for 75% refund**
July 22, 2021 ..... Last Class Day
July 24, 2021 ..... CPT exam

Welding Technology

April 5, 2021 ..... Registration Opens
August 16, 2021 ..... Payment Deadline; Notification of WIOA/VA funding Deadline
August 24, 2021 ..... Class Orientation
August 30, 2021 ..... Last day to drop for full refund
August 31, 2021 ..... First day of class
August 31, 2021 ..... Last day to drop for 75% refund**
Sept. 9, 2021 ..... NCRC exam
Oct. 5, 7, 12, 2021 ..... OSHA 10 hr General Industry *(Must be present each day)*
Oct. 26, 2021 ..... MSSC Safety exam
Nov. 23-25, 2021 ..... Thanksgiving Holiday*
Dec. 14, 2021 ..... MSSC Manufacturing exam
Dec. 21-23, 2021 ..... Christmas Holiday*
Dec. 28-30, 2021 ..... New Year's Holiday*
Feb. 1, 2022 ..... MSSC Quality exam
March 15, 2022 ..... MSSC Maintenance exam
March 22/24, 2022 ..... Spring Break*
June 7, 2022 ..... Payment deadline for extra AWS certifications
June 16, 2022 ..... Last day to submit AWS certification plates
July 16, 2022 ..... Forklift Safety training
July 28, 2022 ..... Last Class Day/Submit for NCCER credential

**No classes held*
***No refunds given after this date, see WFD refund policy*

Career Skills Training

Career skills training programs are designed to provide individuals with employable skills in an accelerated, condensed manner. These programs may be completed within 15 weeks to 11 months in a variety of career fields. Financial assistance is available for those who qualify through the Veteran's Educational Benefits Program and the Workforce Innovation and Opportunity Act (WIOA) for a select number of programs.

NMAT 9000 NC: CLINICAL MEDICAL ASSISTANT (WIOA Approved) - 298 contact hours
Location: Boaz Campus/Arab Instructional Site

Tuition: $4,995, including all textbooks, two sets of scrubs, health screenings (physical, drug screens), National Career Readiness Certificate (NCRC), BLS for Healthcare certification, and the national health care exam fees and study guides - Certified Phlebotomy Technician (CPT) and the Certified Clinical Medical Assistant (CCMA).

This comprehensive program is designed to allow students to become trained as a Clinical Medical Assistant. The clinical medical assistant program prepares students to function effectively in many of the administrative/clerical and medical assistant clinical positions in the healthcare industry. Instruction covers important information on anatomy and physiology, medical terminology, clinical knowledge to include blood pressure checks, using a stethoscope, urine analysis, basic insurance billing aspects, medical ethics, customer service and legal aspects. Students will also learn EKG basics and be prepared to collect blood, and other specimens, from clients for the purpose of laboratory analysis and become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely, as well as BLS for Healthcare certification. In addition to classroom hours, the program includes on-site job shadowing and clinicals through Marshall Medical Centers - which is required for certification. Upon completion of the program, students will obtain a National Career Readiness Certificate (CRC) and sit for the Certified Clinical Medical Assistant (CCMA) and the Certified Phlebotomy Tech (CPT) exams given through NHA (National Healthcareer Association).

*This program is hybrid utilizing both face-to-face and online instruction. Students are required to have access to the internet, laptop/desktop computer and have proficient computer skills. Financial aid will not cover the cost of an electronic device such as laptops, desktops, tablets, etc.

A clear background check is required for entrance into the program, and a clean drug screen is required for continued enrollment in the program.

- **Trends in Medical Assisting – 5 hours**

Explores the skills and responsibilities of the medical assistant, examines behaviors necessary to be successful in the health care industry, and discusses various credentialing opportunities and the various types of medical establishments in which these professionals work and the current occupational outlook.

- **Communication – 10 hours**

Understanding how to exchange written, oral and nonverbal information, which is fundamentally crucial in the exchange of communication in health care. Identifying techniques for overcoming communication barriers. Understanding that a positive attitude is essential and professional when having daily contact with patients, colleagues and other professionals face-to-face and by phone, e-mail, or other electronic technologies, including electronic health records (EHRs), or by letter to promote effective and meaningful communications.

- **Legal and Ethical Issues – 5 hours**

Understand and define scope of practice and how it relates to the duties of a medical assistant within the state that the medical assistant is employed. Differentiate between scope of practice and standard of care for medical assistants. Understand medical law and malpractice, confidentiality, consent, ethical issues, medical records, HIPPA, GINA, and ADAA.

- **Anatomy & Physiology – 20 hours**

Understanding anatomic descriptors and fundamental body structure of the human body: the nervous system, the senses, the integumentary system, the skeletal system, the muscular system, the respiratory system, the circulatory system, the immune system, the digestive system, the urinary system, the endocrine system and the reproductive system.

- **Infection Control – 15 hours**

Understanding the importance of infection control and that it is an ongoing aspect of health care for both patient and the health care provider. Understand regulations of the Centers for Disease Control (CDC) which impact health care practices, compliance with federal, state and local health laws and regulations, personal protective equipment, blood-borne pathogens, disinfection/ sterilization techniques, sanitization procedures, risk management procedures and standard precautions.

- **Measurements – 12 hours**

Understanding the importance of body measurements in relation to patient care. Knowledge base of measuring height, patient weigh-in, weight and BMI conversions. Understanding the importance, and demonstrating correct recording, of height, weight, oral, rectal and axillary temperature, pulse rate, respirations and blood pressure.

- **Clinical Setting – 15 hours**

Prepare for the preparation of the patient for physical examinations and other procedures and examinations through physical assessment, patient history, preparation and positioning. The performance of several evaluation tests for common specialty exams and procedures are discussed as well as the specific examinations and procedures for assessing the OB/GYN and pediatric patient, eyes, ears and pulmonary.

- **Laboratory Procedures – 95 hours**

Performing laboratory procedures, patient and health care provider safety is at the forefront of these duties, including the collection of specimens. Prevention of disease is of utmost importance in preparing for these clinical tasks. All guidelines should be noted regarding safe and efficient practice of procedures in the physician's office laboratory and in dealing with patients. Safety practices from methods of collection techniques through the testing process: the physician's office laboratory, specimen collection and processing, blood specimen collection and diagnostic testing. Class includes clinical rotation at Marshall Medical Centers to include a minimum of 30 venipunctures, and 10 capillary sticks, to be eligible to sit for the Certified Phlebotomy Technician (CPT) exam through NHA.

- **Medication Administration – 20 hours**

Correct and accurate medication administration is the responsibility of all health care workers at every level of care. Students will understand pharmacology fundamentals, measurement systems, basic mathematics and dosage calculations, administering oral and noninjectable medications, administering injections and immunizations. Proficiency with basic math skills is necessary for preparing medications – basic functions of addition, subtraction, multiplication, and division as well as be able to calculate and convert fractions, decimals, percentages, and ratio proportions.

- **EKG – 6 hours**

Students will understand the anatomy and physiology of the heart and common cardiovascular tests. Discuss the equipment and supplies needed to perform an EKG and identify the 12 leads and describe which area of the heart each represents.

- **Minor Surgery – 15 hours**

Students will have a working knowledge of the care and function of basic instruments used in the medical office to perform minor surgical procedures. Basic information for assisting the provider and preparing the patient is covered along with a description of the specialized instruments used in the performance of minor office surgery.

- **Emergencies – 17 hours**

Recognize and respond to medical office emergencies, principles and steps of professional provider CPR and AED. Knowledge base of symptoms that constitute an emergency – heart attack, heat stroke, heat exhaustion, shock, stroke. Identify the emergency plan for response to a natural disaster or other emergency.

- **Emergency Preparedness – 10 hours**

Learn how to respond and how to assist the provider in treating an individual with an emergency in the medical office. Develop an emergency plan for natural disasters and other emergencies in the medical office. Develop a personal safety plan for work and home.

- **Nutrition – 10 hours**

Learn the knowledge base of nutrition, exercise and healthy living. Understand the Guidelines for Good Health table, the ChooseMyPlate Food Guidance System, parts of a food label and how to interpret, dietary supplements, special dietary needs for weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose sensitivity, gluten free and food allergies. Know the importance of exercise, sleep and a positive outlook toward health.

- **Psychology - 10 hours**

Learn coping and problem solving skills to assist with the stress of everyday life and occasional crisis of routine living. Many procedures can be used to include, chosen religious beliefs, activities that reinforce one's significance and independence, meditation and other relaxation exercises.

- **Office Administration – 20 hours**

Emphasis is placed on developing office skills and knowledge of medical terms. In the program, students learn to provide office support to medical facilities including records management, medical report production, patient interface, insurance and billing responsibilities, telephone interaction, scheduling, office policies and procedures, office documents and confidentiality.

- **Job Prep – 7 hours**

Emphasis is placed on resume building and positive interviewing skills. Students will also test with ACT WorkKeys to obtain a National Career Readiness Certificate.

- **BLS for Healthcare certification – 6 hours**

The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. The BLS instructor-led course teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments with a focus on High-Quality CPR and team dynamics. In the instructor-led course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS instructor to complete BLS skills practice and skills testing. Students also complete a written exam.

- **Externship**

Students will gain insight into the daily operations of a clinical medical assistant in varying environments. The externship involves a maximum of 40 hours within a physician office associated with Marshall Medical Centers. Physician office types will vary, as well as the environment. Upon completion of the externship students will sit for the Certified Clinical Medical Assistant (CCMA) exam through NHA.

NMLT 9100 NC: PHLEBOTOMY TECHNICIAN - 136 contact hours
Location: Boaz Campus/Arab Instructional Site

Tuition: $2,940, including all textbooks, two sets of scrubs, health screenings (physical, drug screens), National Career Readiness Certificate (NCRC), BLS for Healthcare certification, and the national health care exam fee and study guide - Certified Phlebotomy Technician (CPT).

This comprehensive program is designed to allow students to become a Phlebotomy Technician. Students will be prepared to collect blood specimens from clients for the purpose of laboratory analysis & become familiar with all aspects related to blood collection & develop comprehensive skills to perform venipunctures completely & safely. Classroom & lab work includes terminology, anatomy, physiology; blood collection procedures; specimen hands-on practice; BLS for Healthcare certification training & clinical training in skills & techniques to perform puncture methods. In addition to classroom hours, the program includes on-site clinicals - which is required for certification for phlebotomists.

Upon completion of the program, students will obtain a National Career Readiness Certificate (NCRC) & sit for the Certified Phlebotomy Tech (CPT) exam given through NHA (National Healthcareer Association).

**A clear background check is required for entrance into the program, and a clean drug screen is required for continued enrollment in the program. This program is hybrid utilizing both face-to-face and online instruction. Students are required to have access to the internet, laptop/desktop computer, and*

have proficient computer skills. Financial aid will not cover the cost of an electronic device such as laptops, desktop computers, tablets, etc.

- **Phlebotomy Practice and Quality Assessment Basics – 5 hours**

Explores the skills and responsibilities of the phlebotomist, examines behaviors necessary to be successful in the health care industry, and discusses various credentialing opportunities and the various types of medical establishments in which these professionals work and the current occupational outlook. Topics also include professional appearance and personal health, communication strategies, active listening, telephone and e-mail communications and quality assessment.

- **Ethical, Legal and Regulatory Issues – 5 hours**

Understanding ethics and laws in healthcare. Students will learn how to avoid blood collection lawsuits, the basic functions of the medical record, informed consent vs. implied consent, key components of HIPPA and CLIA, patient confidentiality and medicolegal terms related to phlebotomy procedures, policies, and protocols designed to avoid medicolegal problems.

- **Basic Medical Terminology – 5 hours**

Understand word elements, such as roots, prefixes and suffixes. Combine elements to make words and divide complex words into these elements and learn the basic terms used in the laboratory.

- **The Human Body and the Cardiovascular System – 10 hours**

Understanding the basic functions of the cardiovascular system, the chambers of the heart and major heart blood vessels. Learn the characteristics of arterial, venous, and capillary blood, locate the veins most commonly used for phlebotomy, understand the meaning of hemostasis and the five basic steps in the coagulation (blood clotting) sequence.

- **Safety and Infection Control – 10 hours**

Understanding the importance of infection control and that it is an ongoing aspect of health care for both patient and the health care provider. Students will learn safety policies and procedures in specimen collection and transportation, personal safety from infection during specimen handling, as well as techniques for handwashing, donning and removing gloves, gowning, masking, gloving and disposing of contaminated items. Also covered is the removal of patient's specimen from isolation room, safety measures for fire, electrical, radiation and chemical safety in a health care facility, avoiding transmission of bloodborne pathogens, and the elements of a disaster emergency plan for a health care facility.

- **Documentation, Specimen Handling and Transportation – 10 hours**

Understanding patient records, policies and procedures, laboratory test requisitions and Labels, specimen labels and blood collection lists. Learn specifics regarding specimen handling and transportation guidelines, delivery methods, storage and sample rejection.

- **Blood Collection Equipment – 10 hours**

Understanding the latest phlebotomy safety supplies and equipment including, blood collection equipment, venipuncture equipment, blood collection tubes and additives. Students are introduced to safety syringes, safety needles/holders, the tourniquets, gloves for blood collection, and other supplies such as antiseptics, sterile gauze pads, bandages specimen collection trays and microcollection equipment.

- **Preexamination/Preanalytical Complications – 10 hours**

Preanalytical variables are important to health care workers involved with blood collection. This course will cover patient complications and the preanalytical variables that are reported most often. Topics include categories of preanalytical variables, complications associated with test requests and identification, and complications associated with the specimen.

- **Venipuncture Procedures– 15 hours.**

Understanding of correct venipuncture procedures. Topics covered include blood collection process and using standard procedures. Mentally preparing for the patient encounter, patient identification, use of a tourniquet, cleansing the puncture site, performing a

venipuncture, syringe method and leaving the patient.

- **Capillary Blood Specimens – 15 hours**

Understanding how to collect capillary blood specimens. Topics include indications for skin puncture, composition of capillary blood, collecting diagnostic capillary blood specimens, supplies for skin puncture and blood films for microscopic slides. After successful completion students are ready for clinical rotation at Marshall Medical Centers to include a minimum of 30 venipunctures, and 10 capillary sticks, to be eligible to sit for the Certified Phlebotomy Technician (CPT) exam through NHA.

- **Pediatric and Geriatric Procedures – 13 hours**

Collecting blood from pediatric and geriatric patients requires much clinical knowledge about, and training for, the proper techniques. Both age groups require extra care in blood collection. Students will learn how to prepare the child and the parent, proper positions for restraining a child, how to handle combative patients, pediatric phlebotomy procedures, heelstick and fingerstick procedures and collection of capillary blood for neonatal screening and considerations in home care blood collections for geriatric patients.

- **Special Collections– 15 hours**

Understanding the various collections for specialized testing. Topics include, blood cultures, glucose tolerance test, blood coagulation monitoring, hematocrit, hemoglobin and other hematology parameters, cannulas and fistulas, donor room collections, arterial blood gases, and urine collections.

- **Job Prep – 7 hours**

Emphasis is placed on resume building and positive interviewing skills. Students will also test with ACT WorkKeys to obtain a National Career Readiness Certificate.

- **CBLS for Healthcare certification – 6 hours**

The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. The BLS instructor-led course teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments with a focus on High-Quality CPR and team dynamics. In the instructor-led course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS instructor to complete BLS skills practice and skills testing. Students also complete a written exam.

NWDT 9001 NC: WELDING TECHNOLOGY (WIOA Approved) - 424 contact hours
Location: Marshall Technical School, Guntersville

Tuition: $5,500, including all textbooks, PPE & carrying case/bag (helmet, gloves, safety glasses and jacket), hand tools, gases and metals used in the lab, forklift safety training, National Career Readiness Certificate (NCRC), MSSC Certified Production Technician certification (CPT), NCCER credential, OSHA 10 hr General Industry training, and one AWS certification process.

Welding is a high-tech industry that can take you places all over the world. Welds are everywhere, from ladders to aircraft carriers, from NASCAR to national defense, and from laboratory to sales and repair, the varied welding industry impacts virtually every industry. Few career choices offer so many options for employment and opportunity for growth. In this program, Snead State Community College's Welding Technology will prepare students to enter the high-tech industry of welding. The NCCER curriculum includes training in Stick, MIG (solid wire & flux core) and TIG welding. The program also covers 10 hour OSHA safety training, forklift safety training, MSSC Certified Production Technician training and employability skills. Upon completion of this program, and in addition to the welding training certificate, students will obtain a National Career Readiness Certificate, one weld process of choice, forklift safety training card, MSSC CPT certification and the OSHA 10 hour safety training.

- **Basic Safety – 5 hours**

Presents basic job site safety information to prepare workers for the construction environment. Describes the common causes of workplace incidents and accidents and how to avoid them. Introduces common personal protective equipment, including equipment

required for work at height, and its proper use. Information related to safety in several specific environments, including welding areas and confined spaces, is also provided.

- **Introduction to Construction Math – 10 hours**

Reviews basic math skills related to the construction trades and demonstrates how they apply to the trades. Covers multiple systems of measurement, decimals, fractions, and basic geometry.

- **Introduction to Hand Tools – 2 hours**

Introduces common hand tools used in a variety of construction crafts. Identifies tools and how to safely use them. Also presents proper hand tool maintenance.

- **Introduction to Power Tools – 2 hours**

Identifies and describes the operation of many power tools common in the construction environment. Provides instruction on proper use, as well as safe-handling guidelines and basic maintenance.

- **Introduction to Construction Drawings – 10 hours**

Introduces the basic terms, components, and symbols of construction drawings, as well as the most common drawing types. Also covers the interpretation and use of drawing dimensions.

- **Introduction to Basic Rigging – 2.5 hours**

Provides basic information related to rigging and rigging hardware, such as slings, rigging hitches, and hoists. Emphasizes safe working habits in the vicinity of rigging operations.

- **Basic Communication Skills – 2 hours**

Provides techniques for effective communication on the job. Includes examples that emphasize the importance of both written and verbal communication skills. Describes the importance of reading skills in the construction industry and discusses effective telephone and e-mail communication skills.

- **Basic Employability Skills – 8 hours**

Describes the opportunities offered by the construction trades. Discusses critical thinking and essential problem-solving skills. Also identifies and discusses positive social skills and presents information on computer systems and their industry applications. Students will create resumes and test for the National Career Readiness Certificate through ACT WorkKeys.

- **Introduction to Materials Handling – 2 hours**

Describes the hazards associated with handling materials and provides techniques to avoid both injury and property damage. Also introduces common material handling equipment.

- **Welding Safety – 1.5 hours**

Covers safety equipment, protective clothing, and procedures applicable to the cutting and welding of metals.

- **Oxyfuel Cutting – 2 hours**

Explains the safety requirements for oxyfuel cutting. Identifies oxyfuel cutting equipment and setup requirements. Explains how to light, adjust, and shut down oxyfuel equipment. Trainees will perform cutting techniques that include straight line, piercing, bevels, washing, and gouging.

- **Plasma Arc Cutting – 2 hours**

Introduces plasma arc cutting equipment and safe work area preparation. Identifies correct amperage, gas pressures, and flow rates. Covers plasma-arc cutting methods for piercing, slotting, squaring, and beveling metals. Explains how to store equipment and clean the work area.

- **Base Metal Preparation – 3 hours**

Describes how to clean and prepare all types of base metals for cutting or welding. Identifies and explains joint design and base metal preparation for all welding tasks.

- **Weld Quality – 4 hours**

Identifies the codes that govern welding, including marine welds. Identifies and explains weld imperfections and causes. Describes non-destructive testing, visual inspection criteria, welder qualification tests, and the importance of quality workmanship

- **SMAW: Equipment and Setup – 1.5 hours**

Describes SMAW welding and welding safety. Explains how to connect welding current and set up arc welding equipment. Also explains how to use tools for cleaning welds.

- **Shielded Metal Arc Electrodes – 5 hours**

Describes electrode characteristics and different types of filler metals. Reviews the role of the American Welding Society (AWS) and the American Society of Mechanical Engineers (ASME). Explains proper storage and control of filler metals and identifies the use of codes.

- **SMAW: Beads and Fillet Welds – 20 hours**

Describes the preparation and setup of arc welding equipment and the process of striking an arc. Explains how to detect and correct arc blow. Describes how to make stringer, weave, overlapping beads, and fillet welds.

- **Joint Fit-Up and Alignment – 20 hours**

Describes job code specifications. Explains how to use fit-up gauges and measuring devices to check fit-up and alignment and use plate and pipe fit-up and alignment tools to properly prepare joists. Explains how to check for joint misalignment and poor fit.

- **SMAW: Groove Welds with Backing – 20 hours**

Introduces groove welds and explains how to set up welding equipment for making groove welds. Describes how to make groove welds with backing. Provides procedures for making flat, horizontal, vertical, and overhead groove welds.

- **SMAW: Open V-Groove Welds – 20 hours**

Introduces various types of groove welds and describes how to prepare for groove welding. Describes the techniques required to produce various open V-groove welds.

- **Welding Symbols – 2.5 hours**

Identifies and explains the different types of fillet weld, groove weld, and non-destructive examination symbols. Explains how to read welding symbols on drawings, specifications, and Welding Procedure Specifications (WPS).

- **Reading Welding Detail Drawings – 10 hours**

Identifies and explains welding detail drawings. Describes lines, fills, object views, and dimensioning on drawings. Explains how to use notes on drawings and the bill of materials. Explains how to sketch and draw basic welding drawings.

- **Physical Characteristics and Mechanical Properties of Metals – 4 hours**

Explains physical characteristics, mechanical properties, composition, and classification of common ferrous and nonferrous metals. Identifies the various standard metal forms and structural shapes. Shows how to extract metal information from Welding Procedure Specification (WPS) sheets and Procedure Qualification Records (PQRs). Covers visual inspection, magnetic testing, and X-ray fluorescent spectrometry methods used to identify metals.

- **Preheating and Postheating of Metals – 1 hour**

Explains preheating, interpass temperature control, and postheating procedures that sometimes need to be done to preserve weldment strength, ductility, and weld quality. Covers the equipment used for heat treating metals.

- **GMAW and FCAW: Equipment and Filler Metals – 3 hours**

Describes general safety procedures for GMAW and FCAW. Identifies GMAW and FCAW equipment and explains the filler metals and shielding gases used to perform GMAW and FCAW. Explains how to set up and use GMAW and FCAW equipment and how to clean GMAW and FCAW welds.

- **GMAW Plate – 80 hours**

Explains how to set up and use GMAW equipment and how to select and use different filler metals and shielding gases. Describes how to make multiple-pass fillet and V-groove welds on carbon steel plate in various positions.

- **FCAW Plate – 60 hours**

Explains how to set up and use FCAW equipment and how to select and use different filler metals and shielding gases. Describes how to make multiple-pass fillet and V-groove welds on carbon steel plate in various positions.

- **GTAW: Equipment and Filler Metals – 5 hours**

Explains GTAW safety. Identifies and explains the use of GTAW equipment, filler metals, and shielding gases. Covers the setup of GTAW equipment.

- **GTAW Plate – 70 hours**

Describes how to build pads on carbon steel plate using GTAW and carbon steel filler metal. Also explains how to make multiple-pass GTAW fillet welds on carbon steel plate coupons in the 1F, 2F, 3F, and 4F positions, and how to make GTAW V-groove welds in the 1G, 2G, 3G, and 4G positions.

- **GMAW: Aluminum Plate – 30 hours**

Covers the setup of GMAW equipment for welding aluminum plate. Explains aluminum metallurgy and the characteristics of aluminum welding; how to clean and prepare aluminum plate coupons for welding; and problems often encountered in aluminum welds. Explains GMAW techniques used in aluminum welding. Provides GMAW procedures on how to build weld pads on aluminum plate; how to make fillet welds on aluminum plate in the 1F, 2F, 3F, and 4F positions; and how to make V-groove welds on aluminum plate with backing in the 1G, 2G, 3G, and 4G positions

- **OSHA 10 Hour General Industry – 10 hours**

This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Upon course completion students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program. Participants are required to attend the full ten hours, and pass the final exam to receive the OSHA 10 hour general industry wallet card.

- **Forklift Safety – 6 hours**

Designed to demonstrate proper forklift operation, following OSHA regulations. This course consists of instruction, classroom review and practical training driving a forklift, placing a load and truck loading. Upon scoring 80% or better on a written test, participants will receive an operator's license wallet card.

MANUFACTURING SKILLS STANDARDS COUNCIL (MSSC)

The Manufacturing Skill Standards Council (MSSC) is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers. The nationwide MSSC System, based upon industry defined and federally-endorsed standards, offers both entry-level and incumbent workers the opportunity to demonstrate that they have acquired the skills increasingly needed in the technology-intensive jobs of the 21st century.

NWKO 9010 NC: CERTIFIED PRODUCTION TECHNICIAN (CPT) - 140 contact hours (WIOA Approved)

Location: Boaz Campus/Arab Instructional Site

The CPT Certification addresses the core technical competencies of higher skilled production workers in all sectors of manufacturing. MSSC awards certificates to individuals who pass any of its Production Modules: Safety, Maintenance Awareness, Manufacturing Processes & Production, and Quality Practices & Measurement; and a full Certified Production Technician (CPT) Certificate to those who pass all four original modules.

Manufacturing Safety Practices Module - 35 hours

- Customer needs
- Communication and leadership
- Team building and decision making
- Safety organization
- Personal protective equipment
- Fire and electrical safety
- Hazardous material safety
- Aligned with OSHA 10

Manufacturing Maintenance Practices Module - 35 hours

- Basic electrical circuits
- Pneumatic and hydraulic power systems

- Lubrication
- Bearing and couplings
- Belt and chain drives
- Machine control concepts
- Machine automation
- High vacuum systems

Manufacturing Print Reading, Measurement and Tools Module - 35 hours

- Mechanical principles
- Materials and material testing
- Production processes
- Machining processes and tooling
- Procedures and process documentation
- Production planning and work-flow
- Packaging and distribution

Quality Practices Module - 35 hours

- Blueprint reading
- Basic measurement
- Precision measurement
- Dimensional gauging
- SPC and control charts
- Continuous improvement
- Inspections
- Audits
- Prevention and correction

NWKO 8001 NC: CERTIFIED LOGISTICS ASSOCIATE (CLA) - 30 contact hours
Location: Boaz Campus/Arab Instructional Site

This course provides students with the foundational broad knowledge they will need to understand the world of supply chain and related core competencies. Learning materials include a PDF textbook and e-learning modules. The course includes modules on:

- Global Supply Chain - 3 hours
- The Logistics Environment - 3 hours
- Safety - 4 hours
- Safe Equipment Operations - 3 hours
- Material Handling Equipment - 3 hours
- Quality Control - 3 hours
- Workplace Communication - 3 hours
- Teamwork and Problem Solving - 4 hours
- Computer Usage - 4 hours

NWKO 8004 NC: CERTIFIED LOGISTICS TECHNICIAN (CLT) - 30 contact hours
Location: Boaz Campus/Arab Instructional Site

Prerequisite: AST 801 Certified Logistics Associate (CLA)

The course provides students with the mid-level technical knowledge needed to understand the world of supply chain logistics and related core competencies. Learning materials include a PDF textbook and e-learning modules. This course includes:

- Product Receiving - 3 hours
- Product Storage - 3 hours
- Order Processing - 3 hours
- Packaging and Shipment - 3 hours
- Inventory Control - 4 hours
- Safe Handling of Hazardous Materials - 3 hours
- Evaluation of Transportation Modes - 3 hours
- Customs - 3 hours
- Dispatch and Tracking Operations - 5 hours

Business and Industry Training

The Training for Existing Business and Industry Program at Snead State Community College provides company-specific training, and open-enrollment classes, to businesses in Marshall County and the surrounding areas. The College works with businesses to identify employee training needs and tailor services around those needs. The training can take place on location at the business or on the college campus.

Alabama Ready to Work Program

The Alabama Ready to Work is a program that assesses and scores job skills and work habits. It's a way for you to prove to employers that you are The One. Ready to Work is FREE. Upon successful completion of the program, students will receive two credentials:

Alabama Certified Worker and the ACT National Career Readiness Certificate. The credentials complement other diplomas, certificates and degrees. It shows employers what you can do and measures the skills that employers and colleges seek. Whether looking for work or preparing for a better job, get ready! Snead State Community College can prepare you to be Career Ready! As an added benefit, graduates of Snead State's Ready to Work program will receive a FREE class for up to 4 credit hours. The curriculum for the Ready to Work program includes:

- Job Prep- Career Exploration Tools, Resumes, Applications, Interviews
- Technology Basics- Document Management, Information Curation/Working Online, Social Networking, Virtual Team Tools, Productivity Tools
- Problem Solving-Time Management, Structured Decision Making, Six Step Problem Solving, Problem Solving Strategies and Tools, Negotiation, Conflict Resolution
- Workplace Behavior-Diversity, Harassment, Workplace Violence, Work Ethics, Safety
- Communication
- Financial Literacy

Continuing Education

Personal enrichment classes and professional development opportunities are available through continuing education courses. We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Snead also offers private music lessons on campus for piano, voice, guitar and violin, as well as the Alexander Technique. Snead also serves as the host for the Alabama School of Gospel Music each year in June. In addition, Snead State is authorized to award professional continuing education units for childcare.

Professional Certifications and Testing

Certification proves your commitment to your chosen profession and can help individuals obtain better pay, career opportunities and job security. Snead State offers several professional certifications to assist individuals with professional growth and career opportunities.

ACT Workkeys and the National Career Readiness Certificate

WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce.

Career Seekers: Taking WorkKeys tests is an important first step to prepare for education, training, or a career. WorkKeys scores help you compare your skills to the skills real jobs require. Employers across the country are requiring the WorkKeys assessments or recommending the National Career Readiness Certificate. These scores help employers choose the most qualified candidates for their jobs.

Employers: WorkKeys gives you a complete solution for employee selection and development. Our powerful solution offers both Foundational Skills and Soft Skills assessments, enabling you to assess the full potential of applicants and employees. The tools in this comprehensive system can be mixed and matched to meet diverse organizational needs including selection, screening, training & development and succession planning.

Successful completion of ACT WorkKeys assessments can lead to earning ACT's National Career Readiness Certificate. The Certificate is a portable credential that shows employers anywhere in the United States the achievement of a certain level of workplace employability skills in Applied Mathematics, Workplace Documents and Graphic Literacy. These workplace skills are highly important to the majority of jobs in the workplace.

Snead State Community College offers the following assessments by appointment only:

- Foundational Skills – Applied Math, Workplace Documents, Graphic Literacy, Applied Technology, Business Writing, and Workplace Observation.
- Soft Skills – Fit and Talent

National Healthcareer Association (NHA) certification

Just as each patient is special, so is each patient care provider. By providing students with the support and certification needed to succeed in the allied health field, NHA is one of the nation's largest allied health certification providers. Snead State is an approved testing site with NHA (National Healthcareer Association) to provide the following certifications. Pricing for certification includes a study guide:

- Certified Phlebotomy Technician (CPT) - $235
- Certified Medical Administrative Assistant (CMAA) - $235
- Certified Clinical Medical Assistant (CCMA) - $285
- Certified EKG Technician (CET) - $235
- Certified Billing Coding Specialist (CBCS) - $235

Multi-CrafTest Maintenance Testing

Improve your hiring, training and promotion process for maintenance employee selection. The Multi-CrafTest is for use in selecting maintenance employees who have knowledge in seven different craft areas. Categories tested include:

- Hydraulics & Pneumatics
- Welding & Rigging
- Power Transmission, Lubrication, Mechanical Maintenance, Shop Machines, & Tools & Equipment
- Pumps, Piping & Combustion
- Motors, Control Circuits & Schematics & Print Reading
- Digital Electronics, Power Supplies, Computers & PLC, & Test Instruments
- Basic AC/DC Theory, Power Distribution & Electrical Maintenance

Transcripts are available upon written request by a participant. The policy concerning confidentiality of student records extends to student records through Workforce Development's non-credit training programs, and continuing education courses. (Refer to the section on "Confidentiality of Student Records" in this catalog.) Documents and records are maintained in the Tom Bevill Continuing Education Center. Submitted for retention are the application/registration form, activity description, copy of award certificate, class roll, and evaluation forms. In the event of the demise of the College as a postsecondary institution, records would be referred to the Alabama Department of Archives and History in Montgomery, Alabama.

Workforce Development students are subject to all Snead State academic policies with the exception of the attendance policy. Please refer to the WFD attendance policy.

Workforce Development Payment/Refund Policy

Career Skills Training/Continuing Education:

- Pre-payment required.
- Withdrawal prior to first class meeting, full refund.
- Withdrawal after first class meeting. but prior to second class meeting., 75% refund.
- After second class meeting, no refund will be given.
- Failure to attend the program does not constitute withdrawal.

TEBI Programs:

- Purchase Order number or pre-payment required. Complete withdrawal prior to course deadline,
- full refund will be given. No refunds after course deadline, however substitutions are allowed.
- Failure to attend does not constitute withdrawal.

Workforce Development Attendance Policy

Attendance/Tardiness

Regular attendance and participation is essential for learning. Attendance is measured by your presence in the classroom/online classroom and labs, as well as the submission of assignments or other assigned work given by your instructor. Attendance is not the same as participation. Students are expected to participate and submit assignments on time on a weekly basis by the deadline assigned by the instructor. This extends to the National Career Readiness Testing and employability skills session. Students who do not complete all assigned coursework and/or do not attend the National Career Readiness testing date, employability skills session, nor have an overall program pass rate of 70%, will not receive the training certificate. Students are allowed three excused absences with documentation.

Students exceeding the number of excused absences may be dropped from the training program. Additional attendance requirements for each individual program will be included in the course syllabus.

- Student attendance will be documented with a sign-in sheet for in-class/lab sessions, and by roll call within the on-campus, and/or virtual lectures. Students will need to sign in and sign out each day.
- Students must call in to Cherri Barnard at 256.840.4152, send Remind message, or email – cbarnard@snead.edu , prior to the beginning of the class if he/she is going to be absent or late.
- Instructor will note on the sign-in sheet that a call was, or was not, received from the student.
- If the student does not call in prior to class it is automatically an unexcused absence and the student runs the risk of being dropped from the class.

Absences – Excused with Documentation:

1. Death in the family. Appropriate verification will be needed, such as an obituary in the newspaper, funeral card, or note from the funeral home.
2. Physician documented illness or extended hospitalization. Appropriate verification will be required from your physician and/or hospital. This does not include emergency room visits from a previous day or doctor appointments scheduled in advance. Physician documented office visits for illness of a close family member will be considered on a case by case basis.
3. For students who are commuters – dangerous weather conditions in which driving is considered by local police authorities to be unsafe. (In the event of inclement weather please listen to WQSB, your local television station, or check our website at www.snead.edu for information regarding closures or delays)
4. Being called to testify in a court case or jury duty – but not for being arrested. (Verification required)
5. Active military duty. (Verification required)

These excused absences require that official documentation be provided the first day you return to class following the absence. If it is not provided on this day it will remain an unexcused absence and makeup work will not be allowed.

Absences – Not Excused

1. Childcare problems. Students cannot bring children to the College. Off campus childcare must be provided.
2. Incarceration/jailed.
3. Employment.
4. Lack of sleep, lack of motivation or attitude, or not feeling well.
5. Non excused absences are not limited to this list; there are many other reasons that you may not attend class that are not excused.

Terms and Conditions

As a potential Workforce Development student (Training for Business and Industry, Career Skills Training, Continuing Education) you must agree to the terms below or your application will not be submitted. Please email *cbarnard@snead.edu* if you have questions regarding the following statements.

By clicking "I agree to the terms" on your application, I understand I am submitting my application for admission to Snead State Community College for non-credit education and training. I understand that withholding information or giving false information may make me ineligible for admission to the College or may subject me to immediate dismissal from the College. I have read this application and certify that the statements I have made on this application are correct and complete.

I agree to abide by the rules, policies, and regulations

of the College as outlined in the Student Handbook, College Catalog, and College Website.

I understand the official means of communication for Workforce Development students at Snead State Community College is via the Snead State Community College website, or student's email. Career Skills Training students will also receive communication text through Remind 101.

I voluntarily consent to receive information in electronic transactions. If I wish to remove consent, I understand I should contact the Workforce Development Office at Snead State Community College.

I agree that Snead State Community College owns all photographs taken at college events. Snead State Community College reserves the right to use these photographs for College promotional materials, both digital and print. If I wish to not have my photograph taken, I understand I must file a "Do Not Use Photograph" form with the Workforce Development Office.

Once enrolled, I understand that I am covered by the Federal Family Educational Rights and Privacy Act (FERPA), and that directory information is defined in the College Catalog. I understand that if I do not want directory information released, I must contact the Office of Admissions and Records.

Furthermore, I understand that other items may be required for admission. If enrolling in the Clinical Medical Assistant, or Phlebotomy Technician, program a clear background screen is required for entrance into the program, and a clean drug screen is required for continued enrollment. A complete description of course requirements and Information on how to complete the background screen can be found at www.snead.edu/workforce.

It is the policy of the Alabama Community College System Board of Trustees and (insert college name here), a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. (IN ACCS Board OF Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018

For information on withdrawal, refund and payment options, please visit: *https://snead.edu/academics/workforce/wfd_refund_policy/*.

Tobacco Free Campus

Effective January 2, 2013, Snead State Community College is a tobacco free campus. Smoking and use of tobacco products will not be permitted anywhere on campus. This tobacco-free policy includes instructional sites, centers, campus buildings, sidewalks, grounds, parking lots, building entrances, common areas, and college-owned vehicles. A "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product (to include electronic or otherwise "smokeless" cigarettes), as well as smoke Students' Rights & Responsibilities 31 less, leaf, or "spit" tobacco products (often known as dip, chew, or snuff, in any form). More information on Snead's policy can be found by accessing the Student Handbook, page 30, available at *https://snead.edu/wp-content/uploads/2020/09/2019-Student-Handbook-1.pdf.*

Financial Assistance

Financial assistance is available, for those who qualify, through the Workforce Innovation and Opportunity Act grant (WIOA) and Veteran's Educational Benefits program.

Eligibility for WIOA grant funding is processed through local Career Centers.

Eligibility for Veteran's Educational Benefits is processed through the Financial Aid Office.

Acknowledgement

By submitting this form, I acknowledge that I have read and fully understand the terms and conditions, and what is expected of me during this training while a student at Snead State Community College. I understand that failure to meet these guidelines may result in not receiving program/training certificates, or dismissal from class.

Additional Information provided below on financial assistance, and other online programs provided through Workforce Development at Snead State Community College that may be of interest.

Financial Assistance

Financial assistance is available, for those who qualify, through the Workforce Innovation and Opportunity Act grant (WIOA) and Veteran's Educational Benefits.

Eligibility for WIOA grant funding is processed through local Career Centers.

Eligibility for Veteran's Educational Benefits is processed through the Financial Aid Office.

WIOA Statement

*NOTE: The Alabama Career Center processes federal funding payments for career skills training programs. Questions regarding funding payments are to be fielded through the Career Center with your representative. Questions regarding training are to be fielded through the Workforce Development Office at Snead State. The Alabama Career Center cannot answer training program questions, or concerns.

Veteran's Educational Benefits Statement

*NOTE: The Financial Aid Office at Snead State Community College assists with the processing of Veteran's Educational Benefits for career skills training programs. Questions regarding funding payments are to be fielded through the Financial Aid Office. Questions regarding training are to be fielded through the Workforce Development Office at Snead State. The Financial Aid Office cannot answer training program questions, or concerns.

Third Party Partners

Education to Go: *www.ed2go.com/sneadstate*

Snead State Community College partners with Education to Go to offer online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Enrollment and payments are completed online by visiting *www.ed2go.com/sneadstate.*

CareerStep: *www.partner.careerstep.com/snead*

Snead State Community College has partnered with CareerStep to help students like you train for a rewarding new career. Enrollment and payments are completed online by visiting *www.partner.careerstep.com/snead.*

Governance of the College

2020-2022



The administration, faculty and staff of Snead State Community College are committed to promoting student success. Our goal is to assist students in earning their Associate degree as an important step toward achieving their goals.

Administration

256.593.5120 | WWW.SNEAD.EDU

The President's Cabinet is the administrative cabinet of Snead State Community College.

The President's Cabinet consists of:

- President Dr. Joe Whitmore
- Vice President for Student Services Mr. Jason Cannon
- Acting Chief Information Technology Officer Mr. Don Roden
- Interim Vice President for Academic Affairs Mr. Vann Scott
- Career and Technical Program Director Dr. Greg Randall
- Director of Workforce Development Ms. Teresa Walker
- Director of Marketing/Public Relations/Alumni Ms. Shelley Smith
- Development Coordinator Ms. Kelli Conley

The President's Cabinet is charged with setting College policies, approving formal proposals and grant applications, representing the College with state and national agencies, and overseeing the different aspects of the College.

ACCS Board of Trustees

WWW.ACCS.EDU

Snead State Community College is under the control of the Alabama Community College System Board of Trustees. The President of the College is directly responsible to the Board of Trustees through the Chancellor.

GOVERNOR KAY IVEY
President of the Board

CHANCELLOR JIMMY BAKER
Executive Officer and Secretary of the Board

District 1: Mr. J.E.B, Shell, Mobile
District 2: Mr. John Mitchell, Enterprise
District 3: Ms. Valerie Gray, Lanett
District 4: Mr. Matthew Woods, Jasper
District 5: Mr. Goodrich "Dus" Rogers, Rainsville
District 6: Mr. Milton Davis, Birmingham
District 7: Mr. Llevelyn Rhone, Greensboro
Member-At-Large: Mr. Blake McAnally, Decatur
State Board of Education Ex-Officio Member:
Dr. Yvette Richardson, Montgomery

Foundation/Advisory Boards

256.593.5120 | WWW.SNEAD.EDU

The Foundation Board consists of citizens of the College community. Members are nominated by the President for confirmation by the Foundation Board. The purpose of the Foundation Board is to raise funds for providing assistance to initiatives that support the College's effort to achieve excellence in education.

Current members of the Foundation Board include Jack Hancock, Shane Wilks, Frank McDaniel, Senator Clay Scofield, Bobby Weathers, Dr. Bobbie Glassco, Claudette DeMuth, Mary Wells Malone, SSCC President Dr. Joe Whitmore (ex-officio), SSCC Alumni Director Shelley Smith (ex-officio), Vice President for Student Services Jason Cannon (ex-officio), and Development Coordinator Kelli Conley (ex-officio).

The Snead State Advisory Board consists of community leaders whose purpose is to serve and promote the best interests of the College. The Advisory Board serves as an advocate of the College and is a critical part of the Strategic Planning process.

Current members of the Advisory Board include Mark Brickey, Greg Price, Jeremy Hays, Scott Bobo, Tammy Davis, Andrea Oliver, Joan Noel, and Dianne Prestridge.

Faculty and Staff

256.593.5120 | www.snead.edu

ARGOTE, ALEXY..... Dance Team Coach

BARNARD, CHERRI..Workforce Development Specialist
A.S., Snead State Community College; B.S., Athens State University

BARNES, VICKIE ..... Accountant
A.S., Snead State Community College; B.S., Athens State University

BARRETT, SUZANNE.... Student Success Representative

BARLETT, DIANE..... Custodian

BEASLEY, STEVE..... Custodian

BODINE, GARY.....Librarian
A.S, Snead State Community College; B.S., Athens State University; M.L.I.S., University of Alabama

BRACKETT, BRENT. .....Technology Lab Administrator
A.A.S., Snead State Community College

BREWER, JOHNNY C. ..... Speech
B.S., Jacksonville State University; M.A., University of Montevallo

BROCK, LISA..... Nursing
B.S.N., Jacksonville State University; M.S.N., University of Alabama

BROOKS JR., JOSEPH . Assistant Men's Basketball Coach
B.S., Huntingdon College

BUCHANAN, PATRICIA..... Admission and Records Clerk
A.A. Certification, University of Alabama; B.S., St. Bernard College; M.S., Alabama A&M University

CAIN, LAUREN..... Nursing
A.D.N., Wallace State Community College; B.S.N., Jacksonville State University; M.S.N., Auburn University; Ed.D, University of Alabama

CALLAHAN, TRISTIN POWELL.....
.....Director of Admissions and Recruiting
B.A., Jacksonville State University; M.S.A.C., The University of West Alabama

CANNON, JASON ..... Vice President for Student Services
B.A., Samford University; M.A.C.N., University of Alabama at Birmingham

CARR, VICKI.....Accounting Clerk
A.S., Snead State Community College

CHILDRESS, AMANDA..... Director of Financial Aid
A.A.S., Snead State Community College; B.S., Athens State University; M.A., University of Alabama

CLOWDUS, TONYA.....
.....Executive Assistant for Academic Affairs
A.A.S., Snead State Community College

COLLIER, MIRANDA..... Graphic Design/Web Specialist
A.S., Snead State Community College

COLVIN, CHERI E. ..... Mathematics
B.S., M.S., Jacksonville State University; Ed.D., University of Alabama

CONLEY, KELLI....Executive Administrative Assistant to the President/Development Coordinator
A.A.S., Snead State Junior College

DENHAM, CYNTHIA B. .....
.....Humanities Division Director/English
A.A, Snead College; B.S., Jacksonville State University; M.A., University of Alabama; Ph.D., Auburn University

DEVEREUX, ALEXIS.....Student Activities Coordinator
B.S., University of Alabama

DIBLASI, STEVEN.....Music
A.A., Bevill State Community College; B.A., M.A., Jacksonville State University; D.M.A., University of Memphis

EASTERWOOD, JANE .....Associate Director/Scheduler
A.A.S., Snead State Community College

EDWARDS, SHELBRA ..... Custodian

FRESHWATER, MELISSA..... Nursing
M.S.N., University of Alabama, Birmingham, Ed.D Jacksonville State University

FRESHWATER, TODD .....Industrial Systems Technology
A.S., Gadsden State Community College; B.A., Jacksonville State University; M.A., Athens State University

GIBSON, MICHAEL.....
.....Associate Dean for Online Learning
A.S., Calhoun Community College; B.S., M.S., University of Alabama in Huntsville

GLADDEN, JOHN.....History

GLOVER, MARCIA.....English
B.S., Jacksonville State University; M.A., University of Alabama

GOBLE, BRITTANY..... Director of Student Support Services and Engagement
B.A., University of Alabama

GORE, PAUL ..... Director, Campus Security
B.S., M.S., Jacksonville State University

GRINDROD, TRACY.....Softball Coach
A.A., A.A.S., Harold Washington College; B.S. Ed., Athens State University; M.S. Ed., Capella University

GULLION, JERRI .....IT Technician
A.A.S., A.A., Snead State Community College; B.A., Athens State University

GUNNELS, AMANDA .....Director, Human Resources
A.S., Snead State Community College; B.S., Jacksonville State University

HAMPTON, RODNEY .....
Academic Coordinator, TRIO Student Support Services
B.S., University of West Georgia

HARP, JESSICA KIRKWOOD..... Nursing

HERNANDEZ, ROSEMARY ..... TRIO Secretary
A.A.S., Snead State Community College

HOLADAY, MATT.....Tennis Coach
A.S., Snead State Community College; B.S., Jacksonville State University; M.S., University of Alabama

HOLCOMB, SAM .....Assistant Men's Golf Coach
A.S., Snead State Community College

HOLLINGSWORTH, TAYLOR..... Recruiter
A.S., Gadsden State Community College; B.S., Jacksonville State University: M.Ed., University of West Alabama

HUDSON, BARBARA.....Music
B.M. Ed., James Madison University; M.M., Southwestern Baptist Theological Seminary; D.A., University of Mississippi

HULGAN, TRACY.....Financial Aid Specialist
A.A.S., Snead State Community College; B.A., Athens State University; M.A., Athens State University

HUMPHRIES, SUSIE..... Biology/Chemistry
B.S., M.Ed., University of Montevallo; Ed.S., University of Alabama-Birmingham; Ed.D., University of Alabama

HUNT, KEITH.....Maintenance Technician

HYDE, SYDNEY ..... Recruiter
B.S., University of Alabama

JACKSON, MEREDITH.....Accounting/ Economics
B.S., University of Alabama; M.B.A., Jacksonville State University; Ed.D., Liberty University

JUAN, ESTEBAN..... Grounds

KALANICK, CHUCK.... Men's/Women's Golf Team Coach
B.S., Bloomsburg State; M.S., University of Alabama in Birmingham

KELLEY, PATRICK.....Admissions/Records Specialist
B.S., University of Alabama; M.S.S., United States Sports Academy

KILPATRICK, ANDREW..... Information Technician II
A.A.S., Snead State Community College

KING, LINDSEY.....Events Coordinator
A.S., Snead State Community College; B.S., University of Alabama

KITCHENS, GROVER.....History
B.S., M.P.A., Jacksonville State University

KRUEGER, RHEA.....English
A.S., Snead State Community College; B.S., Athens State University; M.A., University Of Alabama

LANDERS, JARROD .....Maintenance Technician

LANGLEY, AMY ..... Nursing
A.S.N., Gadsden State Community College; B.S.N., M.S.N., Jacksonville State University; D.N.P., University of Alabama

LEE, LISA..... Admissions and Records
A.S., Snead State Community College

LEMONS, ROBERTA.....Financial Aid Clerk

LIEBNER, LAURA..... Nursing
B.S.N., University of Alabama; M.S.N., University of North Alabama

LIGHT, MEGAN.....Financial Aid
A.S., Snead State Community College; B.S., University of Alabama; M.A., University of Mississippi

LOWERY, JOVINA.....
..... Secretary for Career Technical Programs
B.S., Athens State University

LUSK, ANGELA H. ..... Mathematics
A.S., Northeast Alabama State Community College; B.S., Athens State University; M.A., Ed.S., Ed.D., University of Alabama

MARSHALL, SHANE.....Assistant Women's Golf Coach
A.S., Snead State Community College

MASHBURN, NICHOLAS ..... Custodian

MAYHALL, BARRY..... Mathematics
B.S., University of Alabama in Huntsville; M.S., Jacksonville State University; Ed.S., Ed.D., University of Alabama

MCAFEE, PHILIP..... Mathematics
B.S., M.Ed., Auburn University; Ed.S., Lincoln Memorial University

MCELMOYL-HARRIS, APRIL.....
..... TRIO Secretary
A.S., Snead State Community College; B.S., Jacksonville State University

MCFERRIN, ERIC ..... Aviation Instructor
A&P Certification

MCGEE, MIKE.....Jazz Band Director
B.S., University of Alabama; M.A., Auburn University

MCMURTREY, BRITTANY..... Accountant
A.S., Snead State Community College; B.S., Jacksonville State University

MILLER, JOHN M. .....Head Librarian
B.A., Birmingham-Southern College; M.L.I.S., University of Alabama

MISHRA, VINOD.....Chemistry
M.Sc., D.Phil in Science, University of Allahabad

MITCHELL, HOLLI ..... Assistant Softball Coach
A.A.S., Wallace State Community College; B.S., University of Central Arkansas

MORGAN, PATRICIA.....Director, Academic Support Success
B.A., University of South Texas at San Antonio; M.A., St. Mary's University; M.A., University of Texas at San Antonio

NARRELL, TERRI.....English
B.A., Judson College; M.A., University of North Alabama

PATTERSON, JEREMIAH...Men's Head Basketball Coach
A.S., Snead State Community College; B.S.E., Jacksonville State University

PHILLIPS, DACK.....Computer Science
A.S., Wallace State Community College; B.S., M.S., Auburn University

RANDALL, GREG..... Technology Division Director/ Computer Science
A.A.S, Gadsden State Community College; B.S., Thomas Edison State College; M.A., Jacksonville State University

RHODEN, ADAM ..... Cheer Coach
B.A., University of Alabama

RHODEN, DEBORAH F.....
.....Science Division Director/Biology/Chemistry
A.S., Snead State Community College; B.S., Jacksonville State University; M.A., University of Alabama

RICE, MELISSA A. .....Assistant to the President
B.S., M.S., Auburn University

RICHARD, MARK .....Athletic Director
B.P.A., Mississippi State University

ROBBINS, LINDSEY .....Psychology
B.A., M.A., University of Alabama at Huntsville

ROBERTSON, TAYLOR ..... Biology
B.S., M.S., Jacksonville State University

ROBISON, TAMMY..... Secretary, Health Sciences
A.A.S., Snead State Community College

RODEN, DON .....Acting Chief Information Technology Officer
B.S., M.S., University of Alabama in Birmingham

ROMINE, KASEY.....Career Coach
B.S., M.S., Auburn University

ROWELL, SANDRA..... Assistant Accountant
B.S., Jacksonville State University

SANDERS, ANGIE..... Volleyball Head Coach
B.S., University of North Alabama

SANDERS, REGINA..... Business Office Clerk
A.S., Snead State Community College

SCOTT, KYLE VANN ....Interim Vice President for Academic Affairs/Business
A.S., Snead State Junior College; B.S., M.P.A., Jacksonville State University

SHIELDS, JARROD .....
.....Chemistry/Geography/Physical Science/Physics
A.S., Snead State Community College; B.S., M.S., Jacksonville State University

SHIELDS, JASON.....Women's Basketball Coach
B.S., M.S., Jacksonville State University

SHIELDS, TONYA .....
..... Coordinator of Testing and Secondary Programs
B.S., Jacksonville State University; M.A., The University of Alabama

SIMMONS, AMY..... Assistant Accountant
A.S., Snead State Community College, B.S., Athens State University

SIMMONS, EDDIE..... Maintenance Lead

SIMONS, TINA Y. .....Director, Financial Services
A.S., Snead State Community College; B.S., Jacksonville State University

SMART, MATTHEW.....English
B.S., University of West Alabama; M.A.T., University of West Alabama; Ed.D. Sam Houston State University

SMITH, ASHLEY ..... Nursing

SMITH, DUSTIN..... Biology
B.S., University of North Alabama; M.A., Ed.D., University of Alabama

SMITH, MARIE B.....Director, Federal TRIO Programs
A.S., A.A.S., Northeast Alabama Community College; B.S., M.S., Jacksonville State University

SMITH, SHELLEY.....
..... Director, Marketing/Public Relations/Alumni
A.S., Snead State Community College; B.S., University of Montevallo

SMITH, KEITH.....Aviation
A.A.S., Enterprise State Community College

SMITH, STEVEN .....HVAC Technician
A.S., Gadsden State Community College

SNYDER, KELLY L.....
.....OAD/Computer Science/Medical Transcription
A.S., Snead State Community College; B.S., M.S., Auburn University

SNYDER, J. MATT ..... Biology
B.S., M.S., Troy State University

STEWART, HEATHER .....Financial Aid
A.A.S., Snead State Community College

STONE, AMY.....
..... Executive Assistant for Student Services
A.A.S., A.S., Snead State Community College; B.S., Athens State University

TURNER, RANDY..... Custodian

UNDERWOOD, CASEY .....Head Baseball Coach
A.S., Snead State Community College; B.A., Ashford University

UPTON, JOE..... Custodian

VEACH, LOREN..... Custodian

WALKER, TERESA.....Director, Workforce Development
A.S., Snead State Community College; B.S., University of Alabama at Huntsville

WARREN, THOMAS ..... Biology
B.S., Auburn University; M.S., Jacksonville State University; Ed.D., Auburn University; Ph.D., Auburn University

WELCH, DAVID.....Audio/Visual Engineer

WEST, SUSAN ..... Custodian
A.S., Snead State Community College

WHITMORE, JOE..... President
B.S., M.B.A., Jacksonville State University; Ed.D, American College of Education

WIGLEY, MADONNA..... Biology/Chemistry
B.S., M.S., Jacksonville State University; Ed.S., University of Alabama

WILLIAMS, STEVE ..... Director, Physical Plant
Alabama Technical College Certificate; A.A.S., Snead State Community College

Appendices

ADA Complaint/Grievance Procedure

Snead State Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

1. A complaint must be filed in writing to the ADA Coordinator within ten (10) business days of the alleged violation. It must contain the name and address of the person filing it, and it must briefly describe the alleged violation of the regulation.
2. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
3. A written determination as to the validity of the complaint and a description of the resolution shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than ten (10) business days after the completion of the investigation, via certified mail or personal delivery.
4. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a formal grievance by following the procedures outlined in "Grievance Procedures for Students."

All complaints related to disabilities should be addressed to:

Brittany Goble, ADA Coordinator
Snead State Community College
Academic Success Center
Boaz, AL 35957
ada@snead.edu
256.840.4208

Complaint/Grievance Procedures for Students

Snead State Community College promotes the open exchange of ideas among all members of the Snead State Community College community, students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Snead State Community College recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

1. Complaint

For purposes of this policy, a complaint shall mean a specific event, activity, or occurrence within the scope of the authority of the College's administration or faculty about which an individual has a specific concern.

a. Complaint Related to Academic Matters. All complaints involving academic disputes must follow the college Academic Appeal Process. The decision of the Vice President for Academic Affairs is final.

b. Complaint Related to Disability. Complaints related to a disability must follow the college ADA Complaint / Grievance Procedures. If a satisfactory resolution is not resolved, the complainant may choose to purse a formal grievance as outlined in grievance procedures below.

c. Other Types of Complaints. Complaints related to any matter other than academics or disability should be reported in writing to the Vice President for Student Services within ten (10) business days of the event prompting the complaint.

If, after discussion between the student and the respective college official, it is determined that the complaint can be resolved immediately, the college official will take action to resolve the complaint and will submit a report within ten (10) business days of the filing of the complaint to the College Grievance Officer for Students and such other appropriate college official(s) as the President may designate, detailing both the complaint and its resolve.

2. Grievance Procedures

a. A student who submits a written complaint to the appropriate college official, and who is not informed of a satisfactory resolution or plan

of resolution of the complaint within ten (10) business days, shall then have the right to file a grievance with the College Grievance Officer for Students. The written grievance statement shall be filed using Grievance Form A, which may be obtained from the College website or from the Office of the Vice President for Student Services.

b. The College shall have thirty (30) calendar days from the date of the receipt by the College Grievance Officer for Students to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the investigation. Grievance Form A shall be used to report both the grievance and the investigation/hearing findings. Copies of Form A must be provided to the College Grievance Officer for Students and the College President. A copy will also be delivered to the Grievant either through certified mail or personal delivery.

Investigation Procedure

The College Grievance Officer for Students, either personally or with the assistance of such other person(s) as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The College Grievance Officer for Students shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the grievance officer shall be stated in the written report which shall be submitted to the Grievant and to the party or parties against whom the grievance was made (the "Respondent or Respondents") and shall be made part of the hearing record, if a hearing is requested by the Grievant. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be prepared by the College Grievance Officer for Students for the grievance record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievant Officer's report, the Grievant and Respondent(s) shall have three (3) business days to notify the College Grievance Officer for Students whether or not the Grievant or Respondent(s) demand(s) a hearing on the grievance. The failure by the Grievant or Respondent(s), respectfully, to request a hearing by the end of the third business day shall constitute a waiver of the opportunity for a hearing. However, the College Grievance Officer for Students may, nevertheless, as his or her discretion, schedule a hearing on the grievance if to do so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, with a copy to be provided to the Grievant and each Respondent.

Hearing Procedure

In the event that the College Grievance Officer for Students schedules a hearing, the College President shall designate an unbiased person or committee to conduct the grievance hearing. The hearing officer and/or committee members will generally be employees of Snead State Community College. However, the President shall have the discretion to select other than SSCC employees to serve as a hearing officer or as a committee member. The hearing officer and/or committee shall notify the Grievant, and each Respondent, of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and Respondent shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he or she shall deem appropriate to his or her claim. Each Respondent shall then be given the opportunity to present such oral testimony and offer such other evidence as he or she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respective College.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio/video or by other electronic recording medium. In addition, all items offered into evidence by the parties, wither admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Rules of Evidence

The hearing officer or committee shall make the participants aware that the rules relating to admissibility of evidence for the hearing will be similar to, but less stringent than, those which apply to civil trials in the Circuit Court of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excludable. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing officer or chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his or her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing officer or committee chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding on the parties.

Report of Findings and Conclusion

Within five (5) business days following the hearing, there shall be a written report given to the College Grievance Officer for Students (with a copy to the President, the Grievant, and each Respondent) of the findings by the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report shall contain at least the following:

a. Date and place of hearing;

b. The name of the hearing officer or each member of the hearing committee, as applicable;

c. A list of all witnesses for all parties to the grievance;

d. Findings of fact relevant to the grievance;

e. Conclusions of laws, regulations, or policy relevant to the grievance; and

f. Recommendation(s) arising from the grievance and the hearing thereon.

Resolution of Grievance

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer for Students shall notify the Grievant of any appeal that may be available to the Grievant.

In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer for Students shall meet with the Grievant, the Respondent(s), and the appropriate college representative(s) and attempt to bring about resolution of the grievance.

c. Available Appeals

Presidential Appeal – If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the findings of the hearing officer / committee shall be final and non-appealable. However, if the grievance involves such a claim, the Grievant shall have the right to appeal the decision of the hearing officer or committee to the President of Snead State Community College, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer for Students and the College President within fifteen (15) calendar days following the Grievant's receipt of the committee report; and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), and/or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth (15th) day following the Grievant's receipt of the report, the Grievant's right to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

If an appeal is accepted by the President, the President shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appellate hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part of the findings, conclusions, and recommendations arising from the college grievance hearing. The President's report shall be served to the Grievant and Respondent(s) by certified mail or personal delivery.

Chancellor Appeal – Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions shall not be appealable. However, pursuant to policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Community College System for a review of the President's report and the findings arising from the college grievance hearing.

A Grievant who has grounds of appealing the findings of the President to the Chancellor may do so by:

1. Filing the notice of appeal, using Grievance Form C, to the Chancellor and the President of SSCC within fifteen (15) calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15th) day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it shall be denied by the Chancellor.

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days following his or her receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the grievance, to review the reports to the President and the college hearing officer/committee, to hold an appellate hearing (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations of the President and/or the hearing officer/committee. The report of the Chancellor shall be served to the Grievant and Respondent(s) by personal service or by certified mail to the respective home address of the parties. The report of the Chancellor shall not be further appealable with the Alabama two-year college system. However, the Grievant shall not be precluded from filing his or her grievance with an appropriate court or administrative agency.

d. General Rule on Findings

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

List of Responsible Officials

Below is a list of officials who have been referenced herein as responsible for responding to complaints and grievances.

- President Dr. Joe Whitmore
- Vice President for Student Services Mr. Jason Cannon
- Interim Vice President for Academic Affairs Mr. Vann Scott
- Acting Chief Information Technology Officer Mr. Don Roden
- Director of Workforce Development Ms. Teresa Walker
- Director of Marketing/Public Relations/Alumni Shelley Smith

Director of Student Support Services and Engagement/ADA Coordinator

Brittany Goble

Academic Success Center

ada@snead.edu

256.840.4208

Grievance Officer for Students

Jason Cannon, Vice President for Students

Office: Academic Success Center

jcannon@snead.edu

256.840.4150

Grievance Officer for Employees

Amanda Gunnels, Director of Human Resources

Office: Technology Center

agunnels@snead.edu

256.840.4113

Each of these officials is charged with the respon-

sibility of assisting in every reasonable way to resolve any valid complaint and to assist when one has been unable to resolve a complaint and desires to file a formal grievance. The President reserves the right to make such changes or substitutions to the above list of officials as he/she deems appropriate in order to avoid conflicts of interest or any potential appearance of bias or prejudice.

Drug-Free Workplace

In compliance with the provisions of the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Scholar and Communities Act of 1989, Snead State Community College will take such steps as are necessary in order to provide a drug-free environment in accordance with these acts.

Harassment and discrimination policy

Snead State Community College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class as defined by federal and state law. Such harassment is a violation of College policy. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment that fosters personal integrity where the dignity and worth of members of the community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at Snead State Community College. A nondiscriminatory environment is essential to the mission of the College. An abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee and creates a hostile work environment. It is essential that Snead State maintains an environment that affords equal protection against discrimination, including sexual harassment.

Snead State Community College shall take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority as to the severity of the offense with final approval from the President.

Employees and students of Snead State Community College shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

Definition of Harassment

Harassment can be defined as but is not limited to:

- Disturbing conduct which is repetitive;
- Threatening conduct;
- Intimidating conduct;
- Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
- Unwelcome sexual advances or requests for sexual favors;
- Assault;
- Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work-related duties.

Reporting Harassment

Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

What Is Considered Sexual Harassment?

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the *Civil Rights Act of 1964* and under Title IX of the *Education Amendments of 1972*. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their coworkers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Conduct of Employees

The employees of Snead State Community College determine the ethical and moral tone for the institution through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between institution personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

Reporting Procedure

This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the Title IX Coordinator or other appropriate official at the institution where the alleged incident occurred. Any reprisals shall be reported immediately to the Title IX Coordinator or other appropriate official. The Director of Student Support and Engagement serves as the Title IX Coordinator for Snead State Community College.

Brittany Goble
Office: Academic Success Center
brittany.goble@snead.edu
(256) 840-4208

Campus Security

It is the policy of Snead State Community College that any criminal act; act or threat of violence; serious injury; destruction of college or personal property; traffic accident; or other situation that occurs on the main campus of, any branch campus of, or any other site operated by Snead State Community College, and that may constitute an emergency (a danger to the health, safety, or property of any person or a threat to public order) be reported immediately by calling 911, and please also report the incident to the Office of Security in Elder Hall Residence Hall at 256-840-4167, 256-264-5060 (cell), and/or the Boaz Police Department at 256-593-6812. Notifications should include the Vice President for Finance, 256-840-4102, and/or Vice President for Academic Affairs 256-840-4142, if Security is unavailable. In any actual emergency, please respond by dialing 911.

Again, in the event of any incident of an emergency nature, please dial 911 immediately. Other notifications may take place afterwards. SSCC Security will work with local responders to aid in the resolution of the incident. All witnesses to any situation that fits into any of the above described categories shall make themselves available to provide written statements and otherwise assist College, law enforcement, and security officials in an investigation of the event. It shall be an offense subject to appropriate disciplinary action for any Snead State Community College employee or student to file a false report or knowingly make a false statement, interfering with the investigation of any situation of the nature described above.

It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature previously described, to immediately take all reasonable and prudent action to prevent or minimize any further harm or threat of harm to the employees, students, and visitors of Snead State Community College. It shall be the duty of said official(s) to notify the appropriate law enforcement and security officials in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) that would ordinarily involve law enforcement and/or security officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

Grade Appeal Process

Students may contest a grade for up to 30 days from the last day of the term in which the course was taken. For the purposes of this policy, the "last day of the semester" is the last day on which final exams are scheduled for the Fall, Spring, or Summer term in which the course was taken. Mini-term classes are treated as full-term classes for the purpose of this policy.

Students who believe their grade is incorrect may ask the instructor to recalculate their grade. If the given grade is found to be in error, the instructor will submit a change-of-grade form. Situations where the grade was calculated wrong are not technically appeals.

If a student believes a grade to be unfair, the student should first contact the instructor and share that concern. If the student is not satisfied with the instructor's response, the student may bring the matter to the Division Director for that division. If the student is not satisfied after discussing the matter with the Division Director, the student may file a formal grade appeal, but the appeal must be filed prior to the midpoint of the next semester, including summer. The appeal will be heard by the Grade Appeal Committee during the semester when the appeal is filed.

The only grounds for appeal are:

- The student's grade is based on factors other than performance in the course and/or adherence to course requirements.
- The instructor placed more demanding standards on one student than others in the same section of the course.

A Grade Appeal Committee will be appointed to hear grade appeals on an as-needed basis. The committee:

- Three full-time faculty members – One from the General Studies (transfer) program, one from a Career/Technical Program, and a third instructor preferably from the academic discipline involved in the appeal (if possible).
- One representative from Student Services.
- One student representative chosen from the Student Government Association.

The formal grade appeals process is as follows:

- The student submits to the Vice President for Student Services the grade appeal form and includes a written description of the grounds for the appeal, which must be based on the criteria above.
- The instructor may submit a written response to the student's claims.
- The burden of proof lies with the student.
- A majority vote of the committee will determine whether the assigned grade should stand or should be changed.
- In the event that the committee decision is that the grade should be changed, the instructor will be notified of the decision and the committee will work with the instructor to determine the student's new grade.
- The committee's findings will be filed in the office of the Office of Academic Affairs.
- The decision of the committee shall be final.

Contagious Disease Policy

Snead State Community College shall not discriminate against applicants, employees, students, or persons utilizing College services that have or are suspected of having a communicable disease. As long as employees are able to perform satisfactorily the essential functions of the job, and there is no medical evidence indicating that the employee's condition is a threat to the health or safety of the individual, coworkers, students, or the public, an employee shall not be denied continued employment.

Applicants shall not be denied employment, nor shall students be denied admission to the campus or classes, nor shall persons utilizing Snead State services be denied services based on whether they are suspected of having a communicable disease so long as there is no threat to the health and safety of students, staff, or others involved.

Snead State will consider the educational or employment status of individuals with a communicable disease or suspected of a communicable disease on an individual, case-by-case basis if there is the potential for a threat to the health or safety of the individual, coworkers, students, or the public. This determination shall be the responsibility of the Vice President for Student Services.

Internal Guidelines on Control of Communicable Diseases

Because persons or animals with communicable diseases may not be identified in advance, the following safety guidelines shall be followed in handling blood and body fluids of any student, employee, or laboratory animal. The guidelines follow the recommendations of the United States Public Health Service.

- **Disinfection**

All surfaces which become contaminated with blood or other body fluids must be cleaned and disinfected with either a commercial disinfectant or with household bleach freshly diluted in a 1:10 dilution.

- **Equipment**

All equipment used in contact with mucous membranes or to puncture the skin shall be steam sterilized by autoclave before reuse or safely discarded. Needles or other sharp implements should be disposed of in a container that will not allow the instrument to penetrate the container and hence pose a hazard to the waste handler. Contaminated disposable materials must be disinfected or sterilized prior to disposal or incineration.

- **Teaching Laboratories**

Laboratory courses requiring exposure to blood shall use sterile blood-letting devices. Students should be instructed in the safe use and disposal of such devices. All equipment which comes in contact with blood or other body fluids shall be disinfected, steam sterilized, or disposed of by incineration. No student, except those in health care professions, shall be required to obtain or process their own blood or the blood of other persons.

- **Incident Reports**

If an incident occurs which requires assistance in complying with these guidelines, the situation should be reported immediately to the business office. If an accident results in failure to comply with these guidelines, the details of the accident should be reported in writing to the Vice President for Student Services.

Computer Resource Acceptable Use Policy

Introduction

These guidelines set forth standards for responsible and acceptable usage of all Snead State Community College (SSCC) computing resources. Computing resources are defined as all SSCC owned host systems, personal computers, laptops, printers, software, communications devices, peripherals and supplies. These guidelines supplement existing institutional policies as well as all applicable state and federal laws and regulations.

User Responsibilities

The computing resources at Snead State Community College are intended to support the educational and administrative endeavors of faculty and staff. Access to and use of SSCC computing resources is a privilege and therefore should be treated as such. Any violation of this policy could result in privileges being suspended, an official reprimand, expulsion, dismissal, and/or criminal prosecution if laws have been broken. The following activities are prohibited on all SSCC computing resources:

1. Altering system software or hardware configurations without authorization of the SSCC IT department.
2. Accessing via the internet or any other means of pornographic, obscene or questionable material.
3. Installing, copying, distributing or using software that has not been authorized by the SSCC IT department.
4. Using computing resources for illegal activities.
5. Accessing or attempting to access another user's files, e-mail or other computing resources without their permission.
6. Allowing unauthorized users to utilize your account.
7. Using computer resources for commercial or profit-making purposes without written authorization from SSCC.
8. Creation and/or distribution of viruses or other destructive programs.
9. Originating or proliferating electronic mail or other messages that may be deemed as obscene or abusive. E-Mail is covered under the Electronic Communications Privacy Act of 1986. This act provides for prosecution of individuals found surreptitiously capturing, reading or altering another's e-mail without permission.
10. Violating Alabama Research and Engineering Network policies provided in the Alabama Supercomputer Authority Appendix below.

Alabama Supercomputer Authority

Overview

The Alabama Supercomputer Network (ASN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). The purpose of this policy is to provide a definition for acceptable use by authorized users of ASN and to indicate recommended action if the policy is violated. In those cases when information is transmitted across regional networks or the Internet, ASN users are advised that acceptable use policies of those networks apply and may limit access.

ASA Primary Goals

The Alabama Supercomputer Authority has been established to:

- enhance university research in Alabama;
- attract and support high technology industry;
- expand knowledge and use of computational science.

ASN Acceptable Use Policy

- All use of ASN must be consistent with ASA's primary goals.
- ASN is for the use of individuals legitimately affiliated with member organizations, to facilitate the exchange of information consistent with the academic, educational and research purposes of its member organizations.
- It is not acceptable to use ASN for illegal purposes.
- It is not acceptable to use ASN to transmit threatening, obscene, or harassing materials.
- Access to the Internet provided through an ASA statewide contract with a regional network provider. The contract allows ASA to grant access to the Internet to any governmental, educational and industrial entity through ASN. Charges may be assessed by ASA to facilitate network connectivity. Reselling of the Internet connectivity and services is prohibited.

- It is not acceptable to use ASN to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, disruption by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
- Information and resources accessible through ASN are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use ASN to access information or resources unless permission is granted by the owners or holders of rights to those resources or information.

Violation of Policy

All organizations authorized to access ASN are responsible for informing their users of this acceptable use policy. All users of ASN are required to follow the acceptable use guidelines, both in letter and spirit.

ASA reserves the right to monitor and review all traffic on ASN for potential violations of this policy. Violations of policy that are not promptly remedied by individuals and member institutions may result in termination of access to ASN.

Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable".

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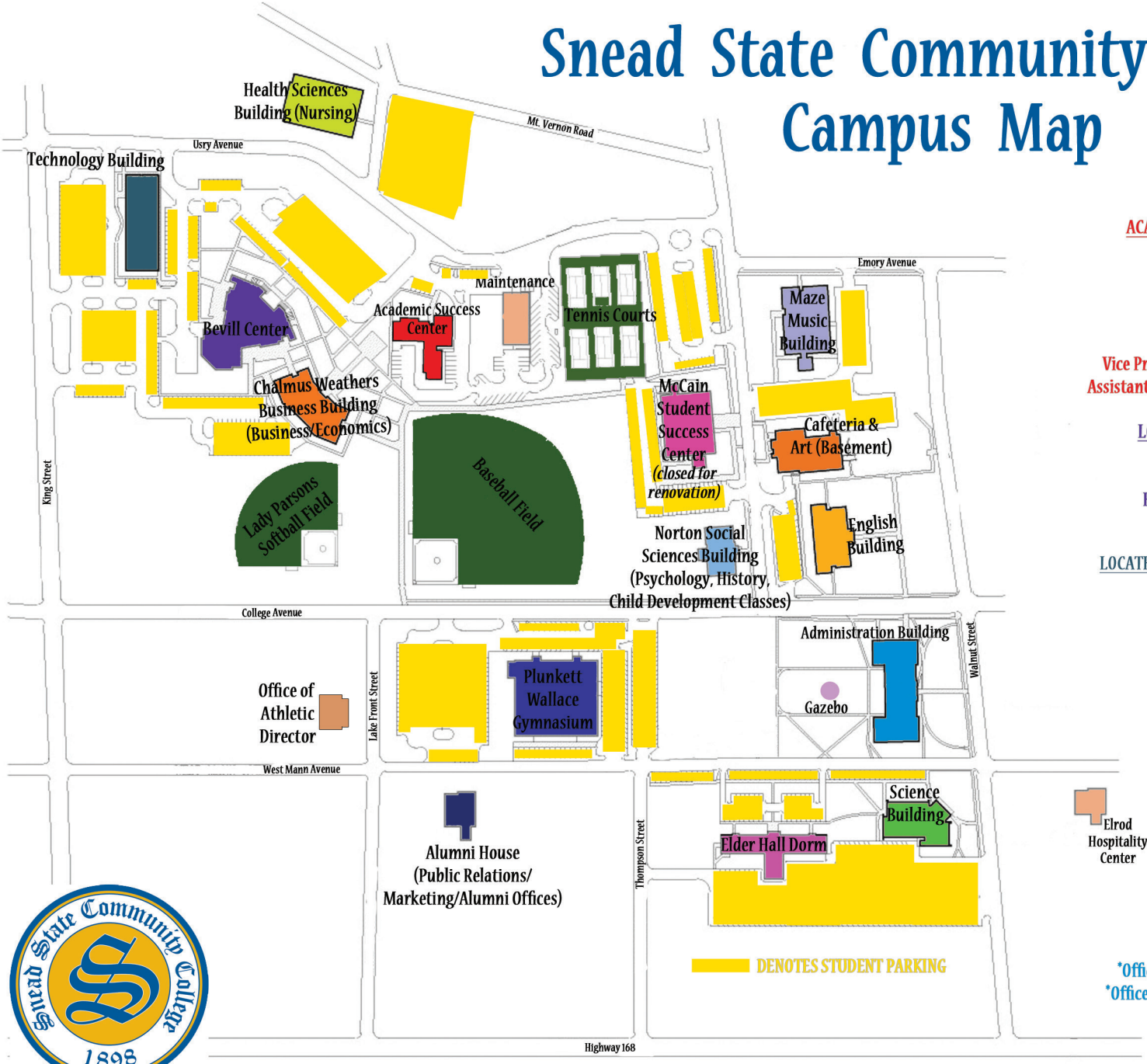
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Snead State Community College Campus Map



LOCATED IN THE ACADEMIC SUCCESS CENTER
- Testing
- Campus Engagement
- Career Services
- ADA Services
- Tutoring
- Vice President for Student Services
- Assistant to the VP for Student Services

LOCATED IN THE BEVILL CENTER
- Financial Aid
- Workforce Development
- Event Planning/Facility Rental
- TRiO Programs

LOCATED IN THE TECHNOLOGY BUILDING
- CIS/EET Classes
- Business Office
- Human Resources
- Admissions/Records
- Recruiting

LOCATED IN THE ADMINISTRATION BUILDING
- *Math Classrooms & Faculty Offices
- *Cyber Library & Study Room
- *Heritage Room
- *Fielder Auditorium
- *Commons Room
- *President's Office
- *Academic Affairs Offices
- *Office of Grant Development
- *Office of Institutional Research
- *Office of Associate Dean for Online Learning
- *Office of Foundation/Development Coordinator



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It is the policy of the Alabama Community College System Board of Trustees and Snead State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment.